



18<sup>th</sup> April 2018

Dear Parent/ Carer,

Thamesmead School is excited to announce the arrival of Office 365 for Education. Office 365 is a user-based service providing all students and staff with cloud storage, productivity tools, and an email account. Students can finally access the current digital tools they use in school when at home, via any internet connected device.

### Cloud Storage

- Each student has been provided with OneDrive allowing up to 1TB of storage (1000GB).
- Ability to share files and collaborate with others.

### Productivity Tools

- Office Suite 2016 (Word, Excel, PowerPoint, OneNote).
- Each student can download Office 2016 Suite on up to five internet enabled personal devices for free.

### Email

- Microsoft Outlook
- A student's email address is their four digit user number@thamesmead.surrey.sch.uk
- Students will be able to use the email account to communicate with other students, staff and externally.
- Email messages are subject to monitoring and filtering for appropriate language and use.

### Access

All of the above can be accessed using any internet connected device.

Students should follow the steps below to access their Office 365 account:

1. Open a web browser. Go to the school website [www.thamesmead.surrey.sch.uk](http://www.thamesmead.surrey.sch.uk)
2. Click on the Office 365 link at the top of the home page
3. Login using this format:

**User Name:** the student's four digit user number@thamesmead.surrey.sch.uk  
e.g. 9999@thamesmead.surrey.sch.uk

**Password:** the student's Thamesmead computer password



4. The Office 365 home/dashboard page will open. This will show the apps that are available to students and a link to 'Install Office apps'. By clicking the link you will see a page that contains a 'Send Email' button. After clicking the 'Send Email' link you will receive an email containing a link from which you can install the apps.

**Office 365 usage is subject to monitoring and filtering. Access to email or other Office 365 services can and will be revoked from students who misuse it.**

**PLEASE NOTE:** By taking advantage of the benefit of access to Office 365 outside of school the student/ Parents/ Carers accept responsibility for the installation, configuration and support of the software offered. Thamesmead School is unable to offer technical support on personal home computers and devices. Students will have free access to Office 365 only whilst they remain at Thamesmead School.

Yours faithfully

Mrs Garraway

Learning Centre Manager