

We provide Office 365 for Education for all our students. Learners can 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

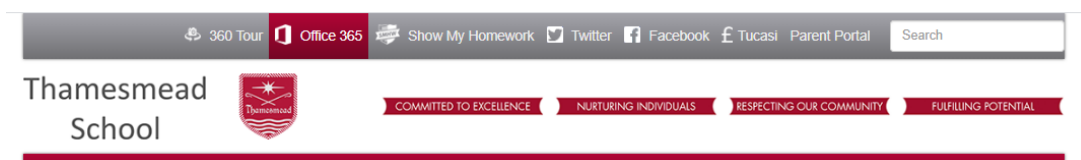
- Office Suite 2016 (Word, Excel, PowerPoint, OneNote, Teams etc).
- Each student can download Office 2016 Suite on up to five internet enabled personal devices for free.

## Email

- Microsoft Outlook
- A student's email address is their four or five digit user number e.g. \*\*\*\*\*@thamesmead.surrey.sch.uk
- Email messages are subject to monitoring and filtering for appropriate language and use.

## Installing

From the top of the homepage of the school website, click the link for Office 365 and follow the prompts to install.



## Access

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 or five digit user number@thamesmead.surrey.sch.uk  
e.g. \*\*\*\*\*@thamesmead.surrey.sch.uk

**Password:** the student's Thamesmead computer password used in school.

## Accessing other sites and programs

Students will use their Office 365 sign in for applications such as Show My Homework.