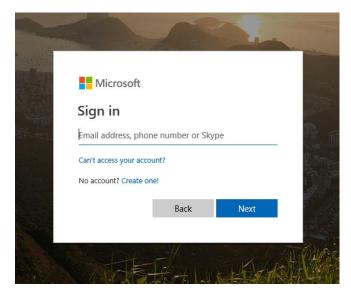
How to Access Office 365 externally

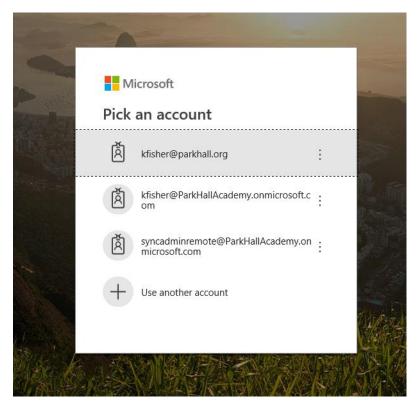
Go to https://login.microsoftonline.com or go to the academy website go to staff area and click the office 365 link

You should see one of the following pages

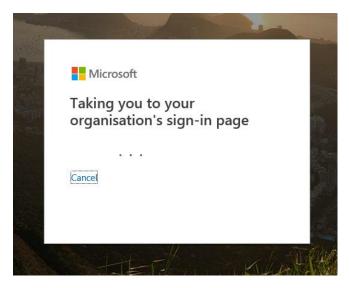
If you have not logged on before



If you have, select your username



You will see the following screen come up



You will then see the following screen, your username should already be in there, if not your username is your email address and the password is the same as your system account

	PARK HALL ACADEMY Arden Multi Academy Trust
State of the second	Sign in with your organizational account
	extest1@parkhall.org
	Sign in
	@ 2013 Microsoft

After no more the 10 seconds you will be taken to the office 365 dashboard

