

## Accessing Office 365 for Students.

### Step 1.

Visit the school's website [www.parkhallschool.org.uk](http://www.parkhallschool.org.uk) and click **Students** at the top of the page.



Alternatively visit, <https://www.office.com/> in your web browser.

### Step 2.

Click the **Log in to Student Email (Office 365)** Link.

## Log in to Student Email [Office 365]

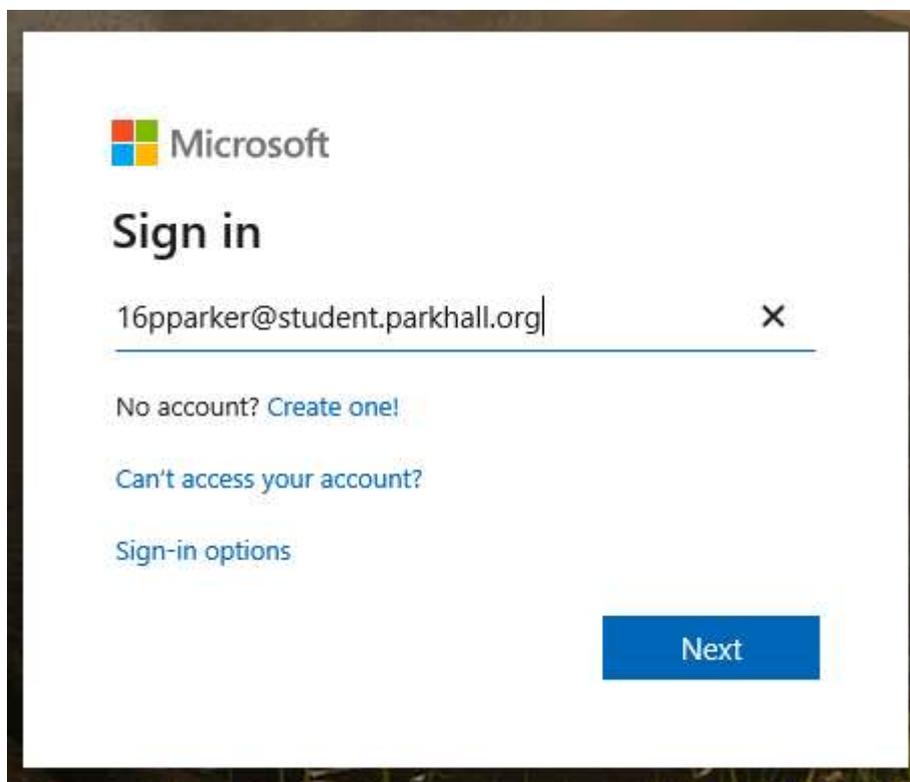
### Step 3.

Type your park hall email address in.

If you do not know what this is.... It will be your [username@student.parkhall.org](mailto:username@student.parkhall.org)

Example: [16pparker@student.parkhall.org](mailto:16pparker@student.parkhall.org)

**Please note: Make sure your email address is correct and there are no spaces.**



On the next page, if you are asked, please click the **Work or School account** option.

**Step 4.**

Type your password in. **This is your normal password that you use in school.**



Sign in with your organizational account

16pparker@student.parkhall.org

.....|

Sign in

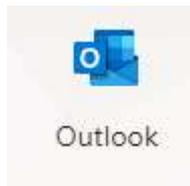
Click **No**, on the following screen.



**You will now be signed in to office 365 as a student.**



Outlook, is where you access your emails.



All the other icons you will need, you should be familiar with.

Click any one of the icons, to open the relevant application.

