



How to Log onto Office 365

All students have access to Office 365. Follow the instructions below to access the accounts:

- Go to the Office 365 login screen by either by either:
 - Clicking the Office 365 link on the Brine Leas Website (brineleas.co.uk)
 - Or going directly to <https://portal.office.com>
- Log on using your Email address Log on using your Email address (where your username and password are the username and password you use to log onto the computers in school)
 - Main School Students – username@brineleas.cheshire.sch.uk
 - BL6 Students – username@bl6.org.uk
- If it asks you to specify the account you are using select:
 - Business or School account
- You should now be taken to the Brine Leas logon page
 - Enter your password
- You will be asked if you would like to remain logged on:
 - If you're on your own personal device select Yes
 - If you're on a shared device select NO
- You will now be taken to the office 365 dashboard, from here you can
 1. Access all the online Apps
 2. See any shared resources
 3. Install a full version of Office to your local device
 4. Any recently accessed documents and folders

