

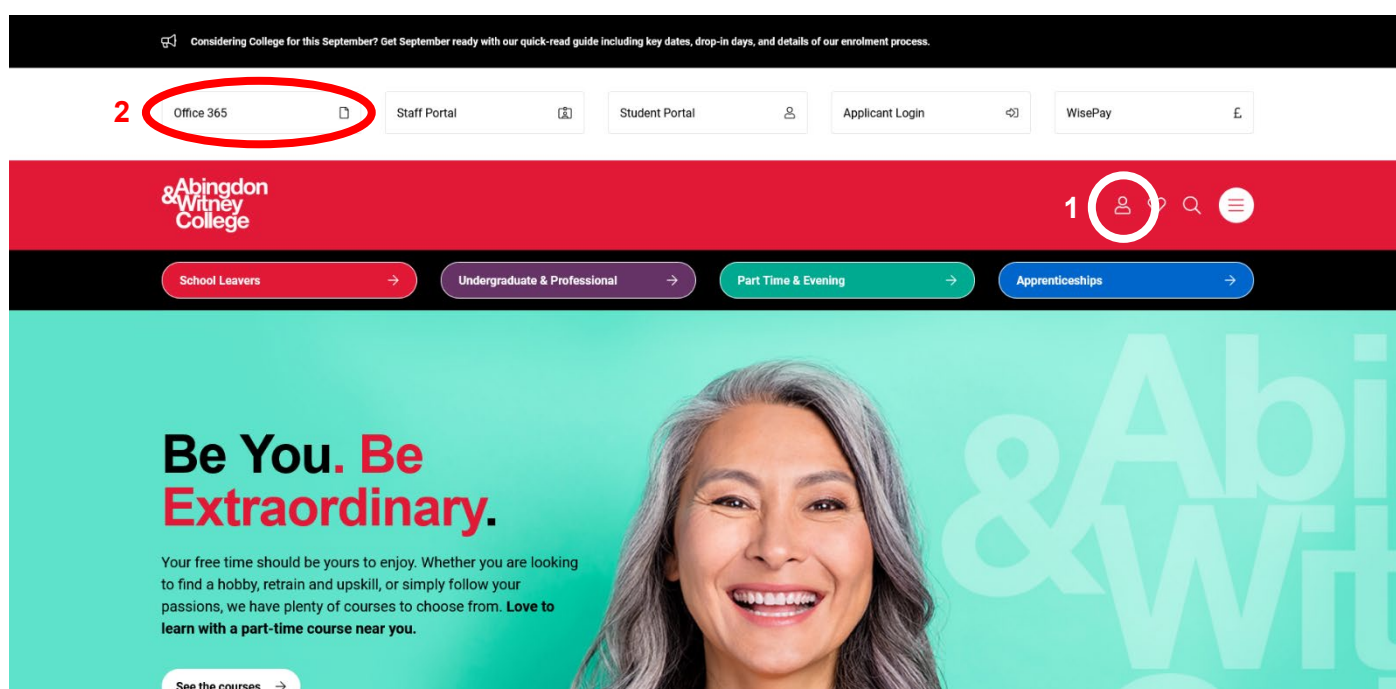
Logging into Office 365 at Home

This guide covers:

- How to log into Office 365 outside of college
- How to open apps and see recent documents

Step 1: Start on the college website

1. Open a browser and go to the college website <https://abingdon-witney.ac.uk/> or you can go directly to Office.com and click sign in, if you do this go directly to step 2.
2. From the college website click on the profile button in the top-right corner.
3. This opens portal options, choose 'Office 365'.



Step 2: Login

1. When taken to Office.com click the sign in button
2. Sign in with your college email address and password.

Continue to the next step to familiarise yourself with Office 365.

Step 3: Office 365 home

1. This is the Office 365 home page, here you will see documents you've recently engaged with.
2. In the side bar, there is a selection of the office 365 apps. If you can't find the app you're looking for, tap the waffle icon in the top left-hand corner to see more.
3. On your course you will use Word, Teams and Outlook regularly.

The screenshot shows the Microsoft 365 home page. At the top, there is a search bar and a navigation bar with the Abingdon & Witney College logo. The main content area is divided into several sections:

- Welcome to Microsoft 365:** A header section with an 'Install apps' button.
- Recommended:** A row of four document thumbnails:
 - account reset and mfa:** A document about Account Recovery and Multi Factor Authentication (MFA).
 - Student Digital Learning Induction 18-19:** A document with a 'Digital Learning' logo.
 - Level 1 - Week 1 College Systems:** A document titled 'My Core'.
 - SPEECH-TO-TEXT - Dictate:** A document about a dictation tool in Word.
- Quick access:** A section with tabs for 'All', 'Recently opened', 'Shared', and 'Favourites'. It lists several documents:

Document Name	Last Modified	Action
SPEECH-TO-TEXT - Dictate	6h ago	You recently opened this
account reset and mfa	Yesterday at 08:58	You edited this
My Core - college systems 1 UPDATED	Fri at 15:42	Sarah Dobbs shared this in a Teams chat
Digital Learning Accounts & Log Ins	Wed at 16:06	Ben Nagy edited this
Level 1 - Week 1 College Systems	Wed at 15:09	You frequently open this

The left-hand navigation bar (labeled '2') includes icons for Home, Create, My Content, Feed, Apps, Outlook, Teams, Word, Excel, PowerPoint, OneNote, and Forms. The 'Quick access' section (labeled '1') includes a 'Feedback' button at the bottom right.