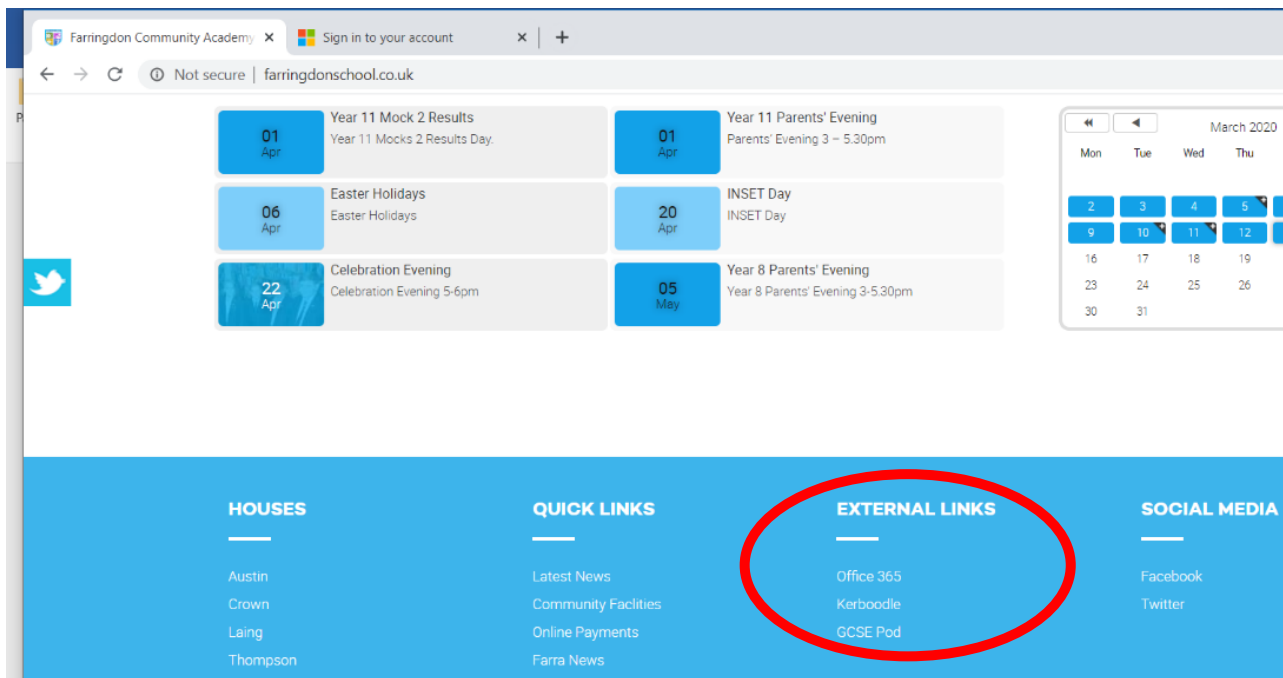
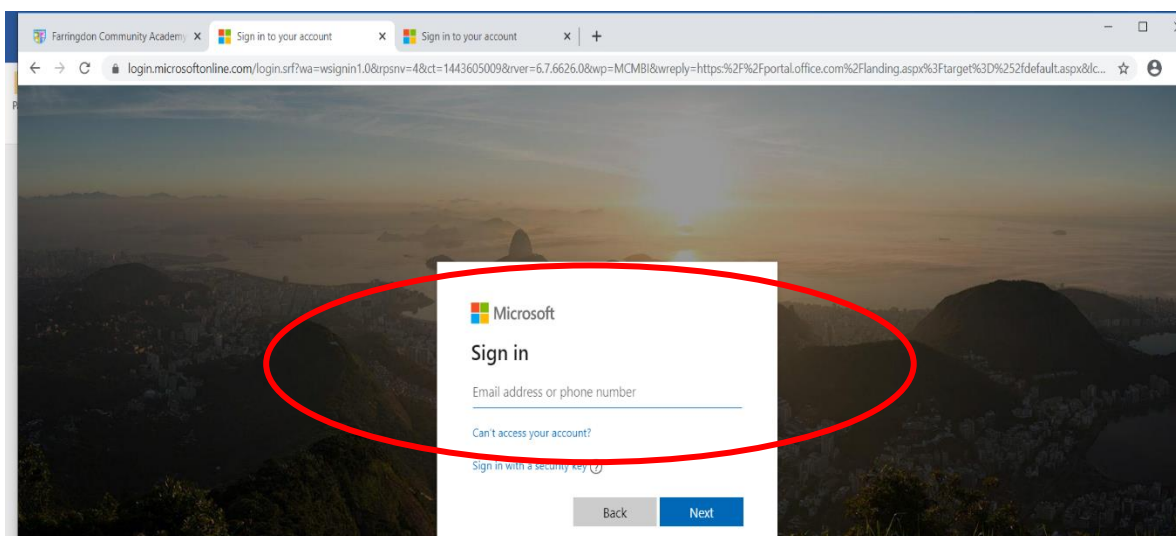


User Guide – Accessing Office365 at home

1. Access the school website – www.farringdonschool.co.uk
2. Scroll down to the bottom of the page and click 'Office 365'. (You can also access GCSE Pod in the same area). See screenshot below.

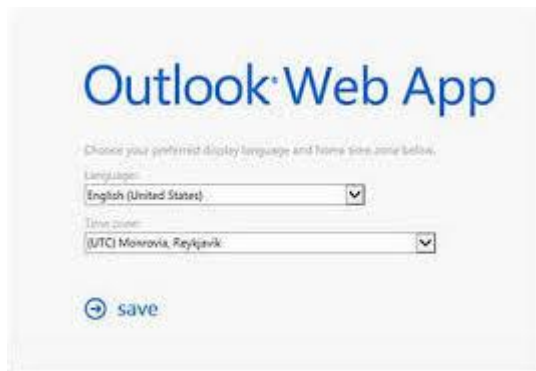
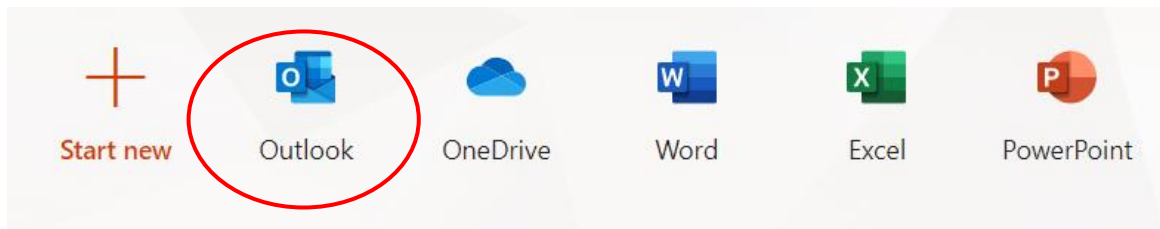


3. Next, type in your email address and click next. This is your five digit number followed by @farringdonca.net. For example, if your five digit number was 11111, your email address would be 11111@farringdonca.net.



4. Now enter your password. **YOUR PASSWORD IS THE SAME AS THE ONE YOU USE ON THE SCHOOL NETWORK.** * *If you can't remember your password, please email itsupport@farringdonca.onmicrosoft.com from your parents email in order for it to be reset (Link also on school website). You will need to state your full name, DOB and 5 digit number). Alternatively, phone the school office 0191 9171500*

5. To access your school emails, click on the 'Outlook' icon below.



If this is the first time you are accessing your emails, click the drop down menu under language and select English (United Kingdom).

Also, click the drop down menu under time zone and choose '+0.00 London Dublin Edinburgh Lisbon' and click save.

6. To email your teacher, type their surname next to the 'to' icon and choose them from the drop down menu. Everything you send from the school email will be tracked on the school network. As staff, we can only contact you on your school email address and not on any personal email addresses.
7. Any work you do on Word or PowerPoint, for example, will be stored in your 'OneDrive' folder. Please ensure that you name your files appropriately.