## Accessing 365 from Home

... or anywhere in the World!

You can log in and access various 365 resources such as Email, Office suite, and other apps. Simply go to this link in your Internet browser:





When prompted to sign in, enter your Email address which is:

username@kenton.newcastle.sch.uk

For example, if your usename is HM1:

## Email: HM1@kenton.newcastle.sch.uk



Click this link if you have forgotten the password and a member of staff

will contact you.

Microsoft Sign in to continue to Outlook HM1@kenton.newcastle.sch.uk Can't access your account?	Type in Email
Sign in to continue to Outlook HM1@kenton.newcastle.sch.uk Can't access your account?	Address
HM1@kenton.newcastle.sch.uk Can't access your account?	
Can't access your account?	
Sign in with a security key ⑦	
	Click Next

On the next page, enter your password and finally Sign in

Type in your <b>Password</b>	
	Michardt 4- Intil@kenton.newcastle.sch.uk Enter password Patavoord Patavoord Patavoord
	Click Sign in

Click **Yes** when it asks if you want to stay signed in.

This is the Office 365 Home page. You can see shortcuts to all the apps available. Click **Outlook** to go to your Emails.



It will ask you to confirm language and time zone settings. Please ensure that you correctly set them as per this picture  $\rightarrow$ 



Choose your preferred display language and home time zone below.
Language:
English (United Kingdom)
Time zone:

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(UTC+00:00) Dublin, Edinburgh, Lisbon, London