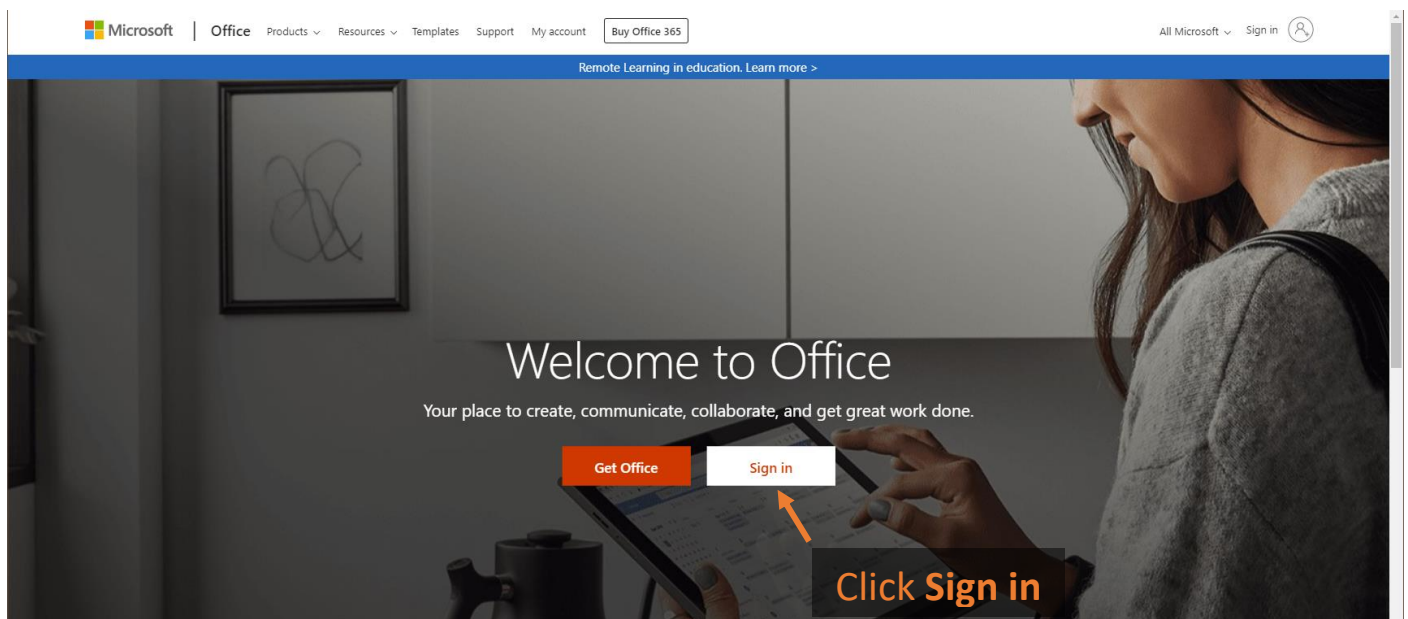


Accessing 365 from Home

...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:

WWW.OFFICE.COM



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

username@kenton.newcastle.sch.uk

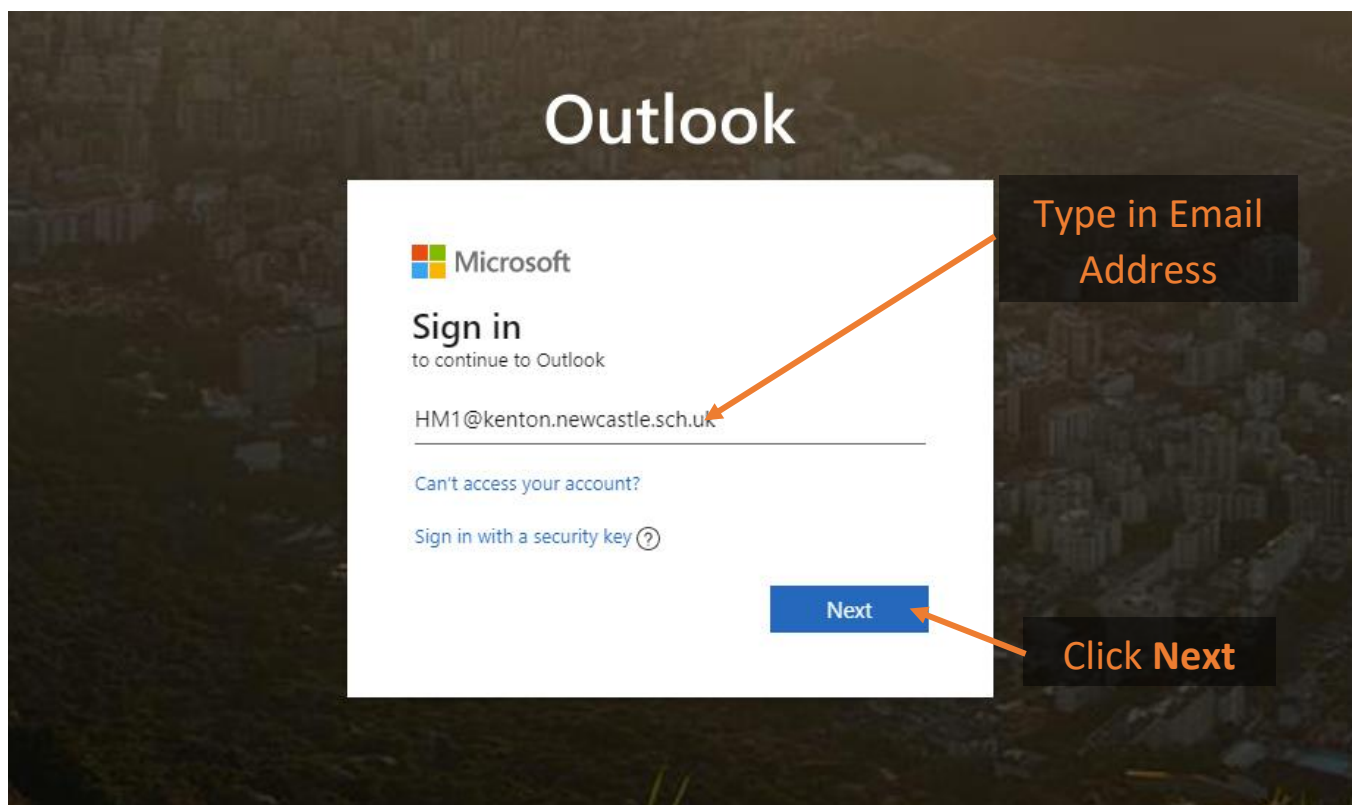
For example, if your username is HM1:

Email: HM1@kenton.newcastle.sch.uk

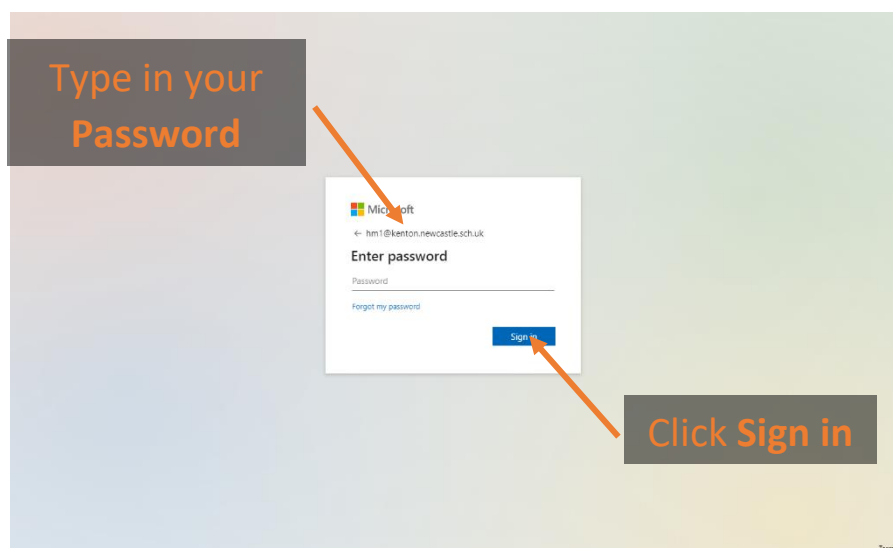
 **FORGOT MY PASSWORD** 

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

Once entered, click **Next**

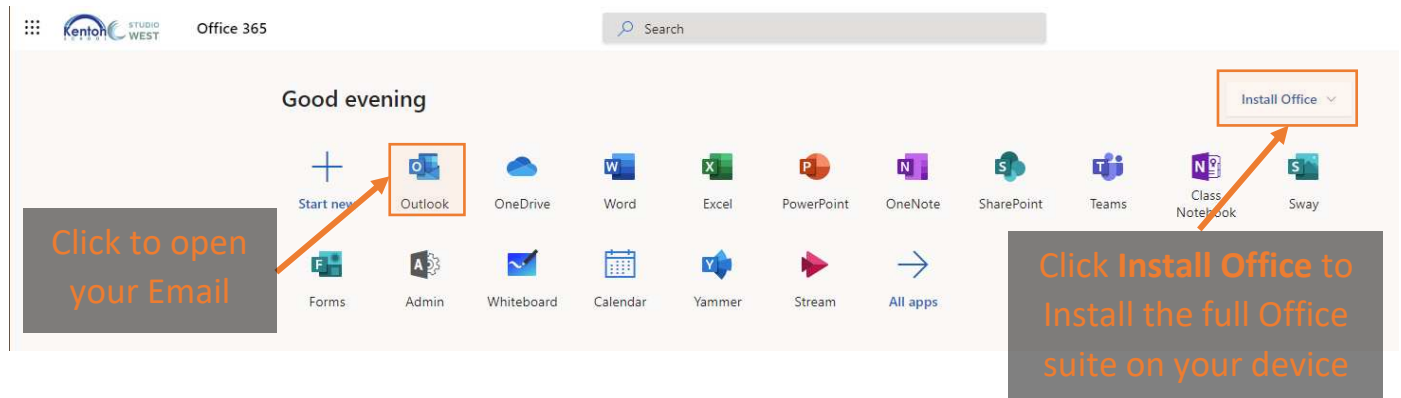


On the next page, enter your password and finally **Sign in**



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 →

