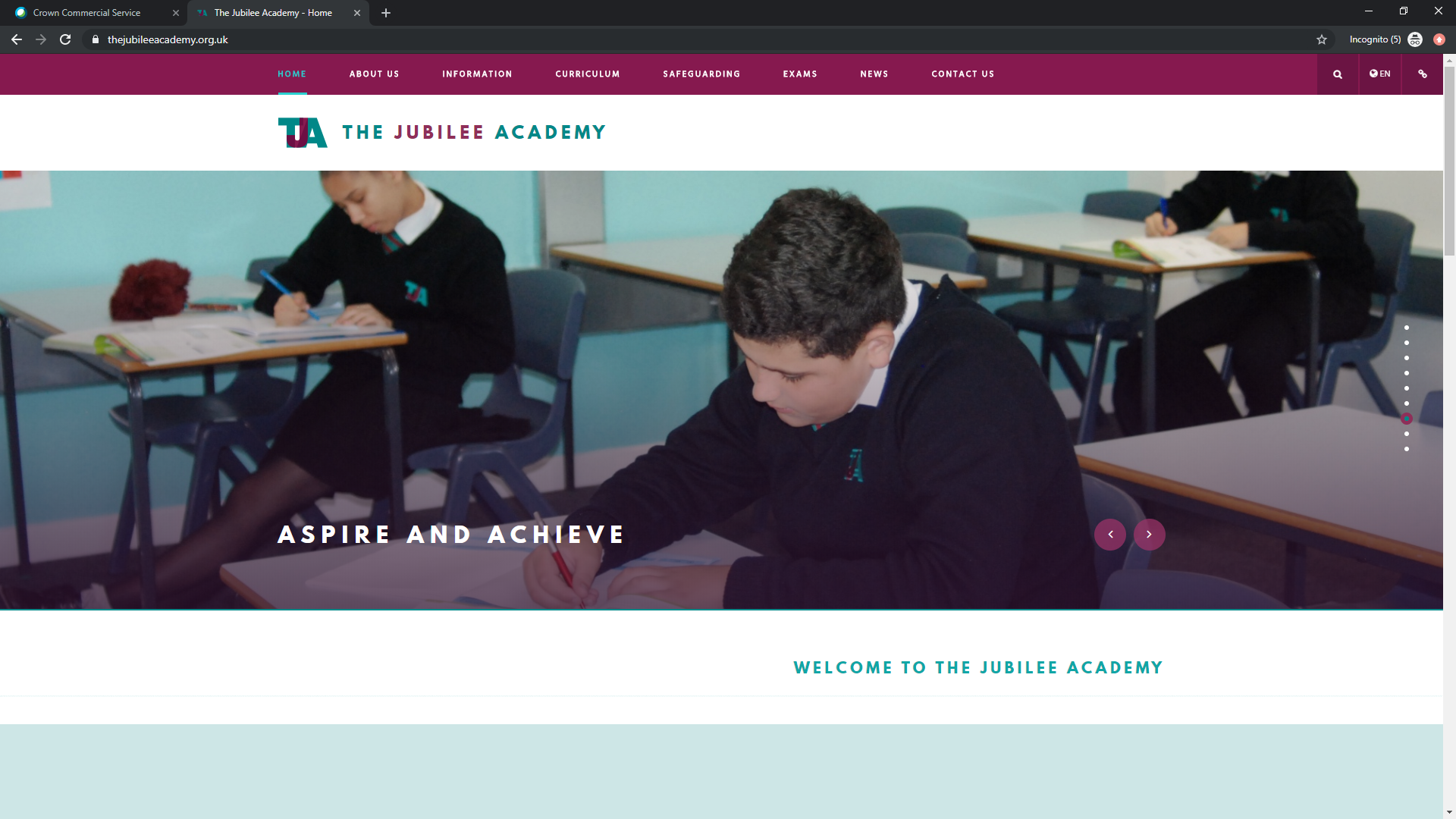


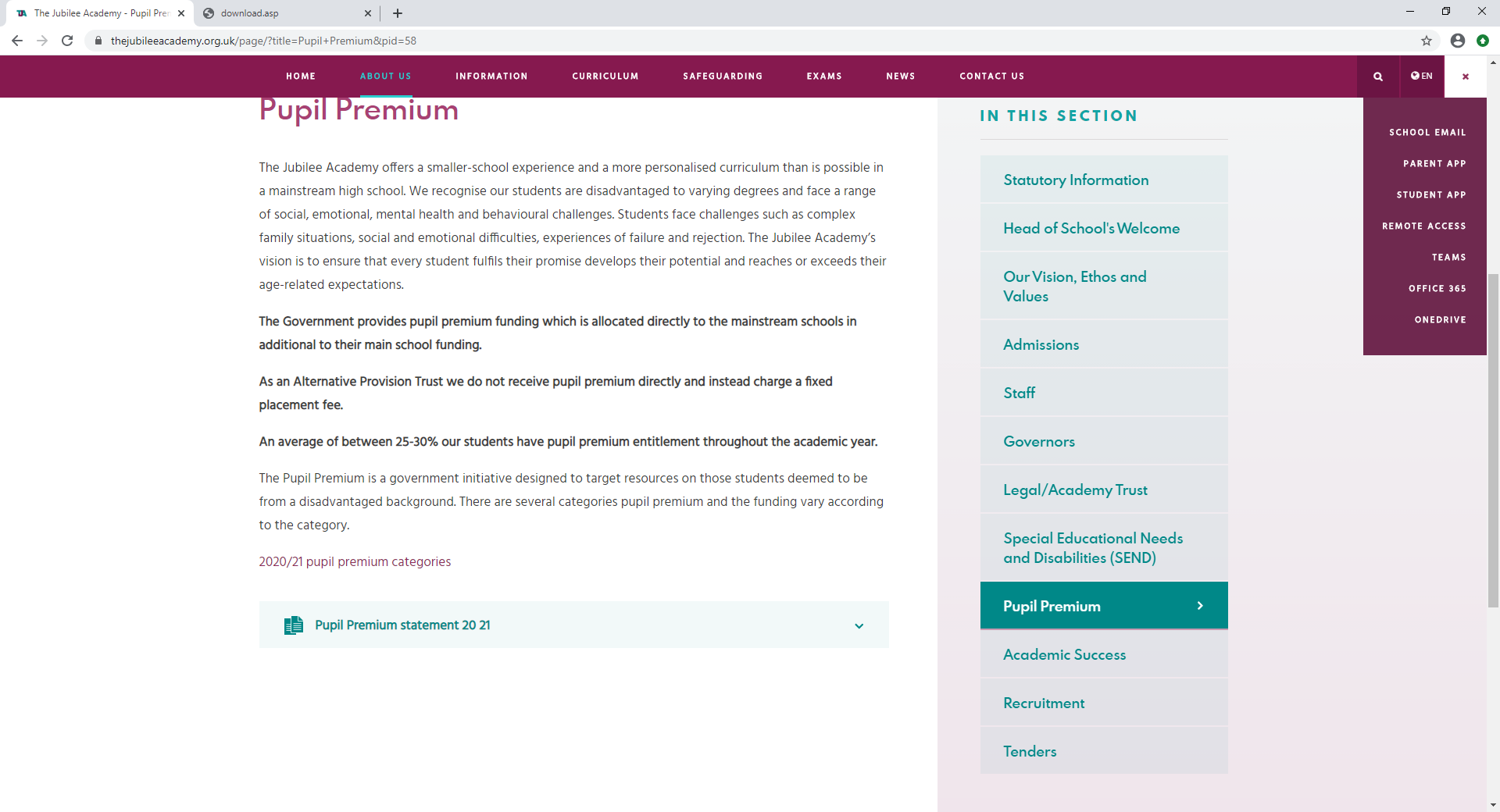
**Accessing TJA Microsoft 365 in School and at Home**

Year 11 students now have a Jubilee Academy email address that they can use to access Microsoft 365 in school and at home. To access this email address, you first need to go to:

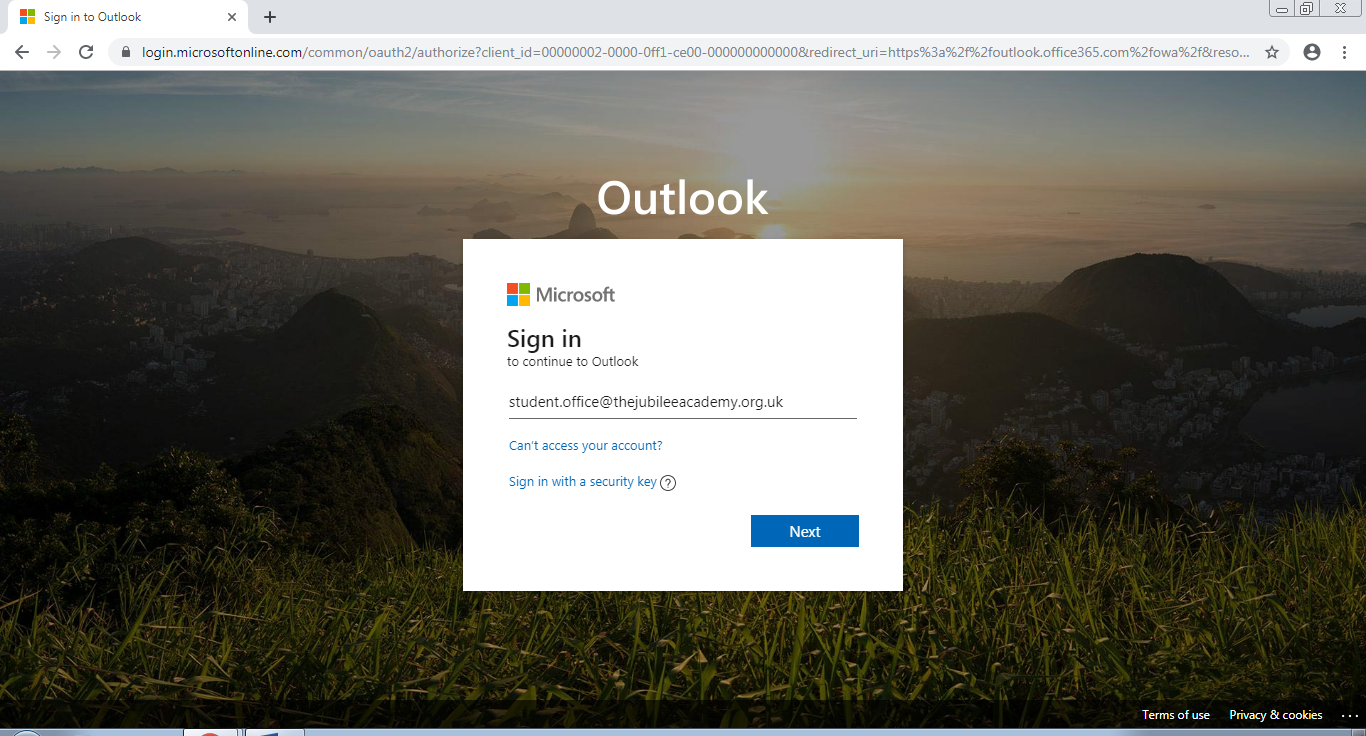
<https://office.com>

You can access this site from the school website by choosing Office 365 from the quicklinks dropdown accessed via the icon in the top right:



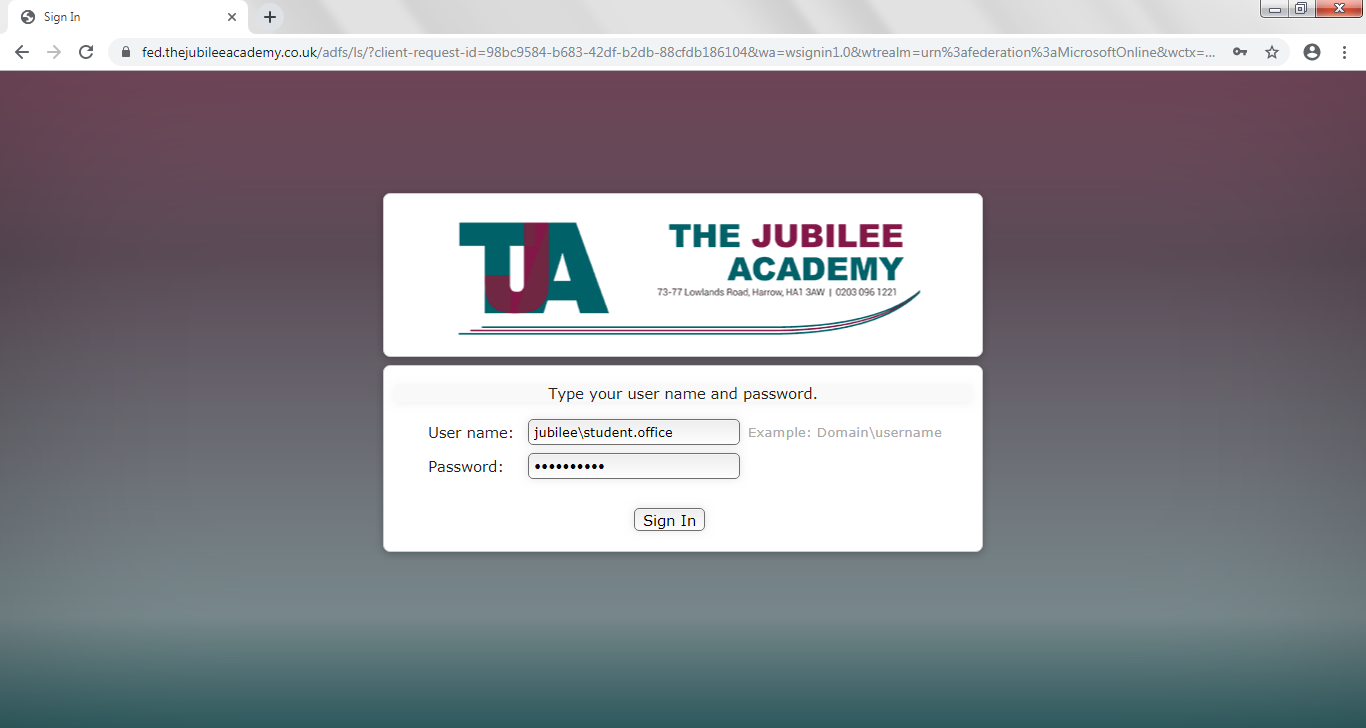


The first sign in page will appear, here you only need to put in your school email address. (Your school email address is your username followed by @thejubileeacademy.org.uk)



Once you have typed this in, click next.

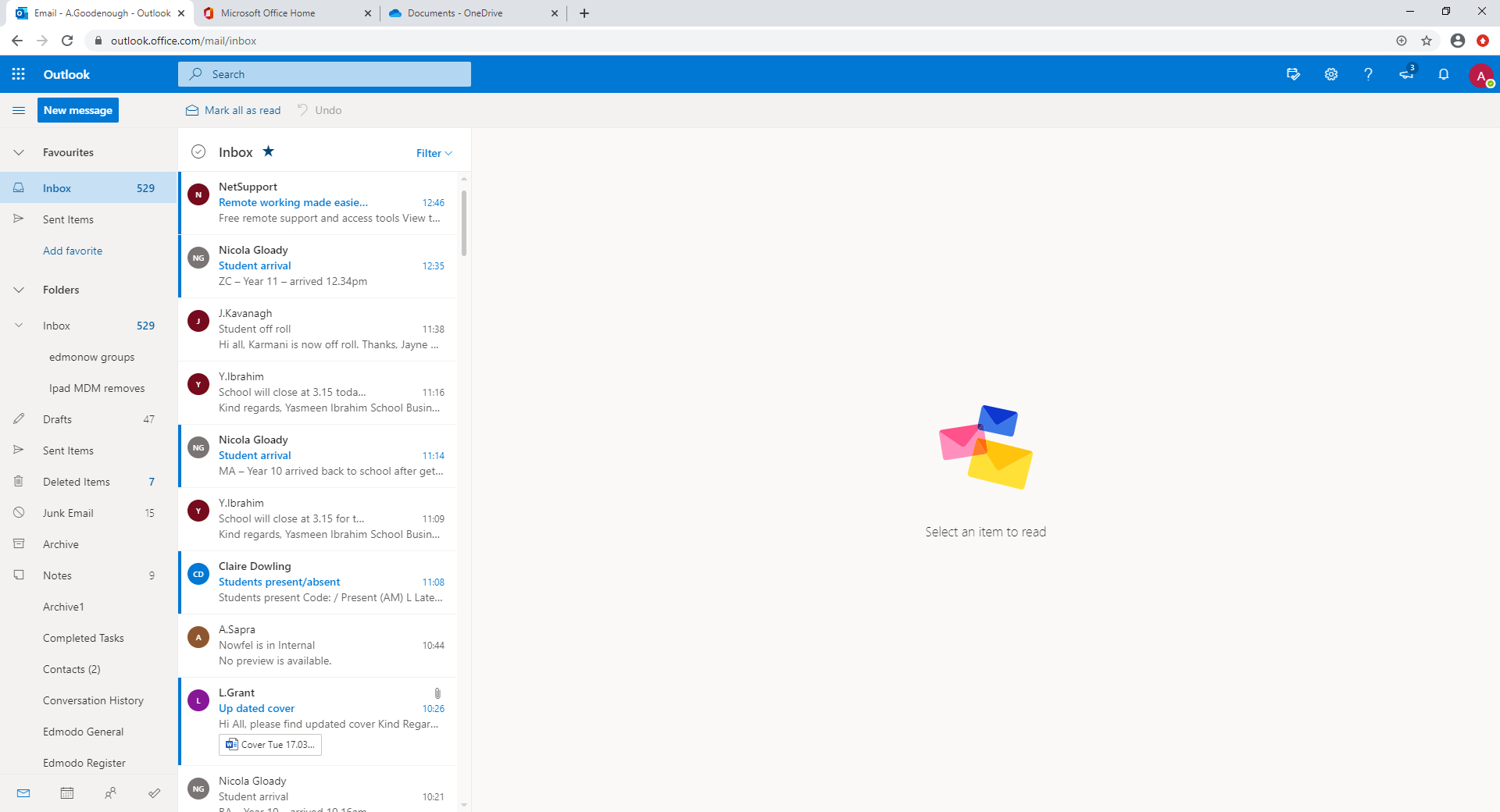
You will be taken to second sign in page, here type jubilee\your username (eg jubilee\student.office) then the password you use to login at school.



*NB: at school you will automatically skip the second sign in page*

**Accessing One Drive**

Once you have accessed Microsoft 365 you will be able to get on to one drive. This can be done by clicking the 9-dot square in the top left of the page:

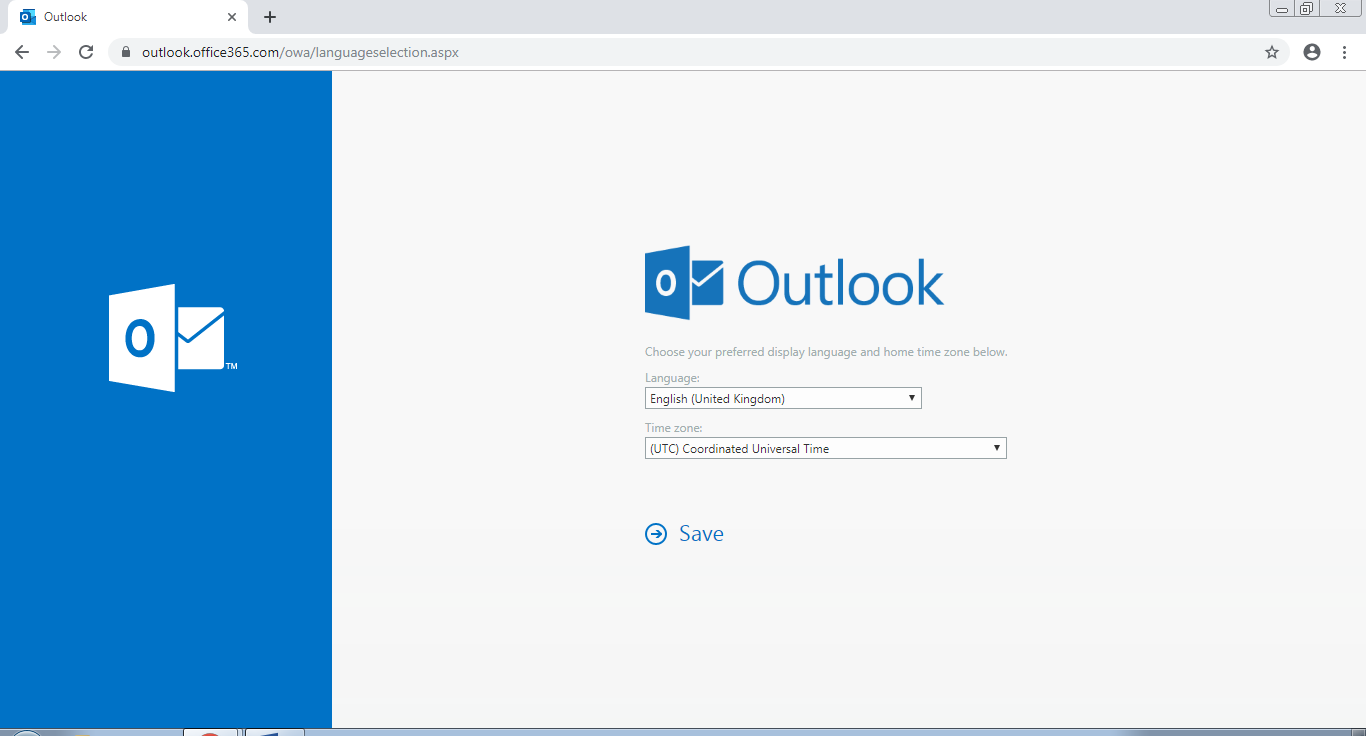


A drop-down menu will appear, form this menu select Outlook:



This will take you to your email

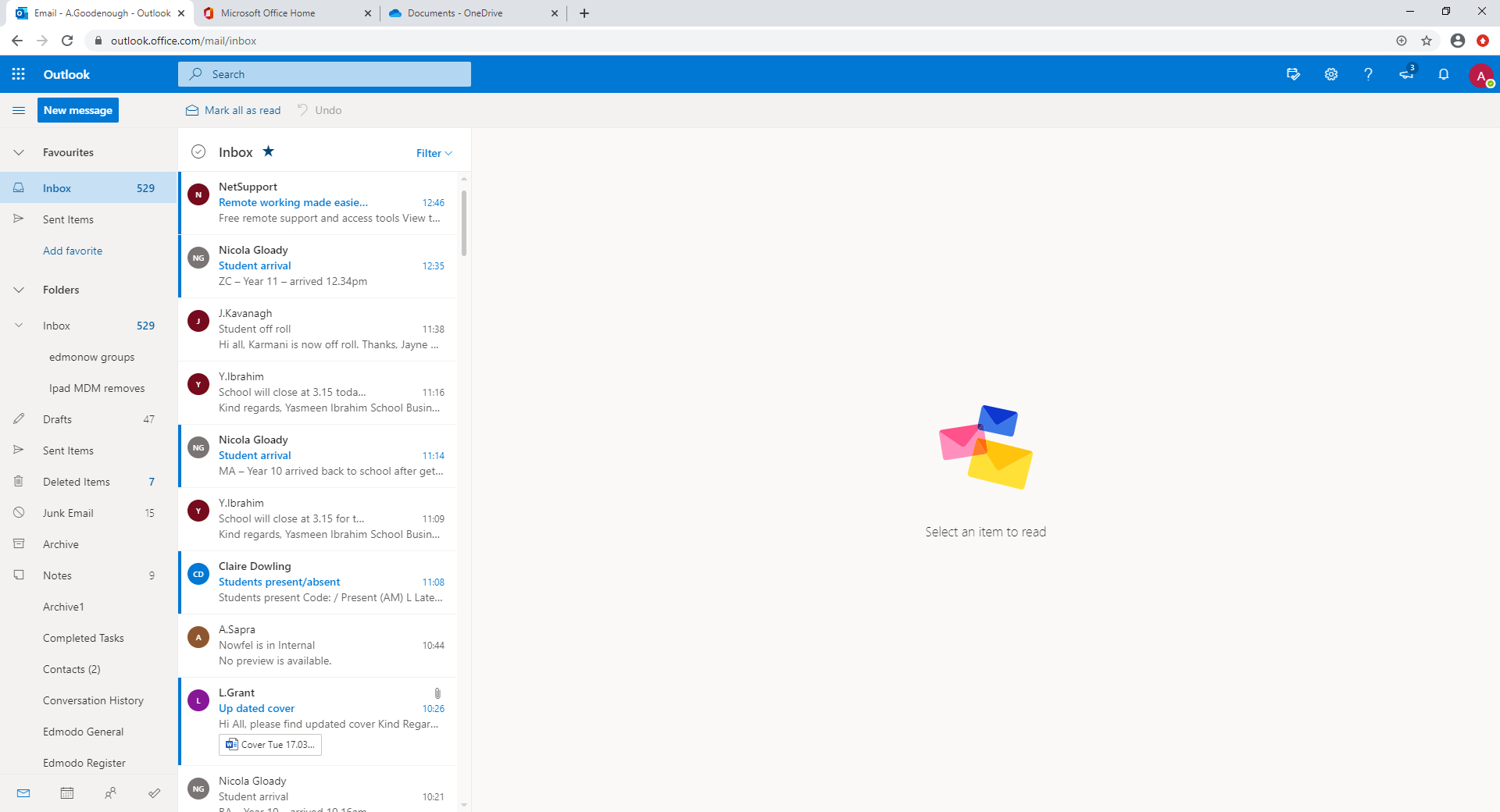
The first time you login to your email through this system you will be asked to set your language and location. The recommended options are as below:



Click Save and you will be taken to your email inbox.

**Accessing One Drive**

Once you have accessed Microsoft 365 you will be able to get on to one drive. This can be done by clicking the 9-dot square in the top left of the page:



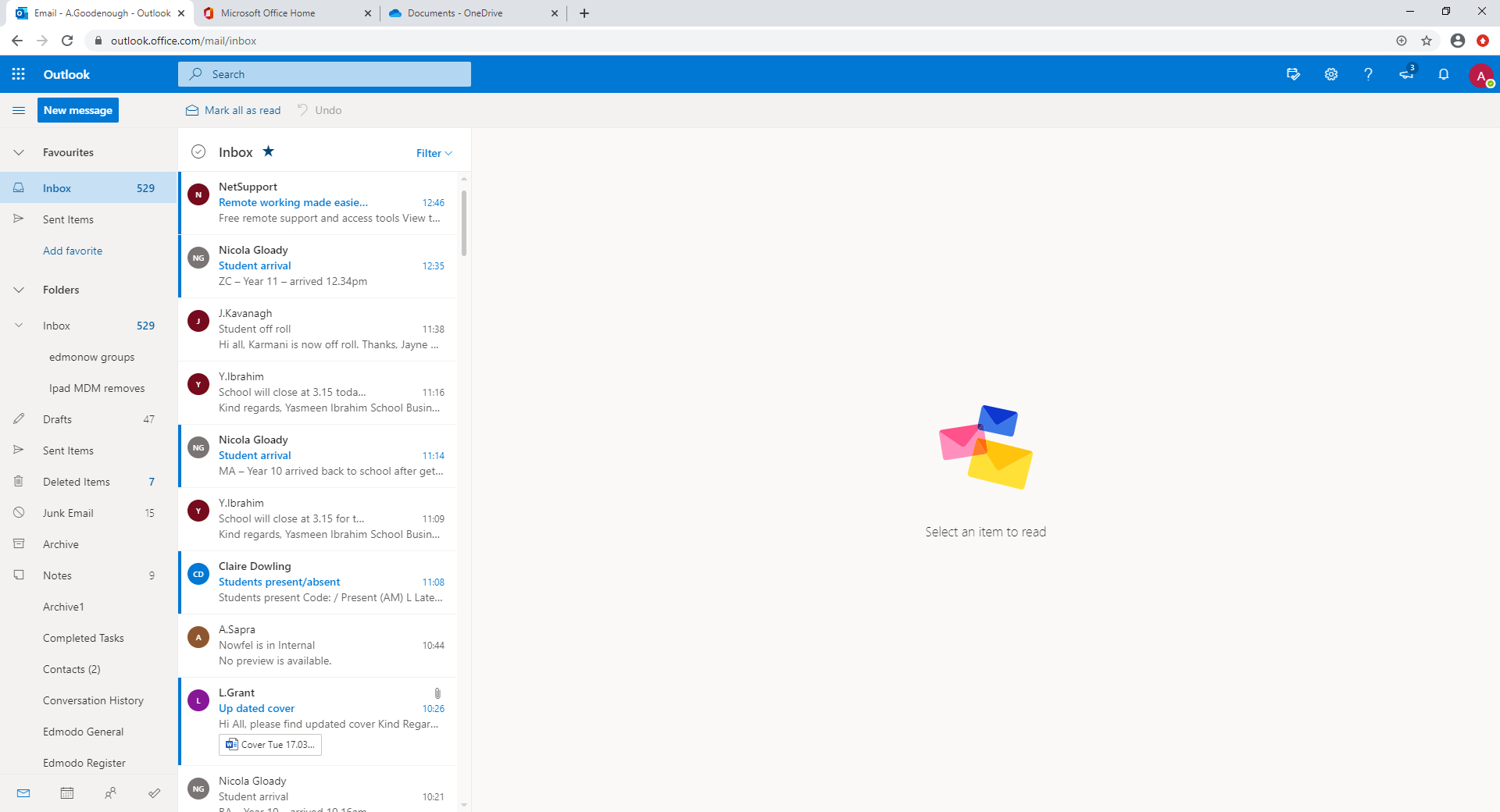
A drop-down menu will appear, form this menu select One Drive:



This will take you to your one drive folder. You can click on any office(Word/Excel/PowerPoint etc) document and work on it within one drive.

**Accessing Teams**

Once you have accessed Microsoft 365 you will be able to get on to Teams to complete work and assignments. This can be done by clicking the 9-dot square in the top left of the page:



A drop-down menu will appear, form this menu select Teams:



Once within teams, you can access all of you classes and any assignments that have been set.