

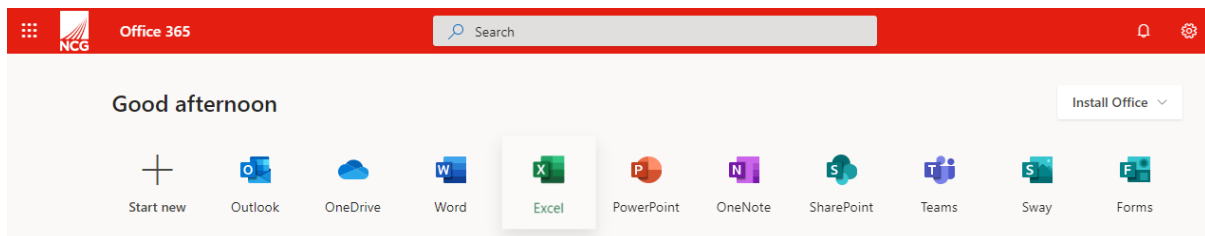
## Accessing your student Microsoft Account

To limit the numbers of students and colleagues on campus at any one time, part of your timetable will be spent learning remotely from home. To enable you to do this, you will need access to some applications on Office 365.

You can access your Student Microsoft Account after you've enrolled, which will give you access to lots of applications that you will need for your studies.

Follow these steps to get into your student Microsoft account:

1. Your student email address will look like this: **S123456@students.ncl-coll.ac.uk** but the number at the start, in blue, will be **your** student number you were given at enrolment
2. In a web browser go to **https://office.com** and select 'Sign in'
3. Carefully enter your email address to sign in and click next
4. Your password will be your date of birth when you log in for the first time, e.g. 15Aug2002
5. Once you are in you should see a screen like this:



6. From here you can select any of the apps such as:

- **OneDrive** to safely store your files on
- **Word, Excel and PowerPoint** for creating assignments
- **Teams** to communicate and collaborate

7. You can run the applications in your web browser or choose to install them on your own computer.

To get to know Microsoft Teams go to: <https://support.microsoft.com/en-gb/office/microsoft-teams-videotraining-4f108e54-240b-4351-8084-b1089f0d21d7>