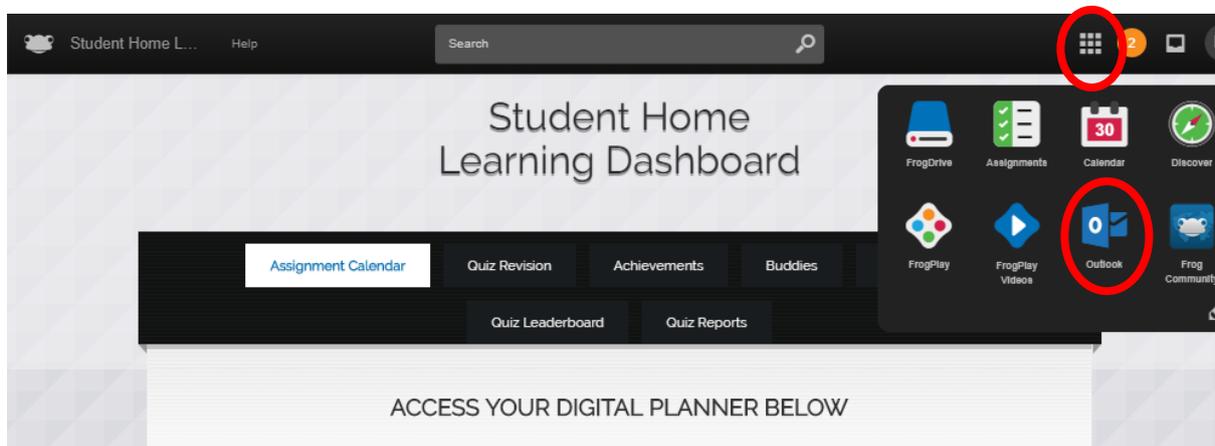


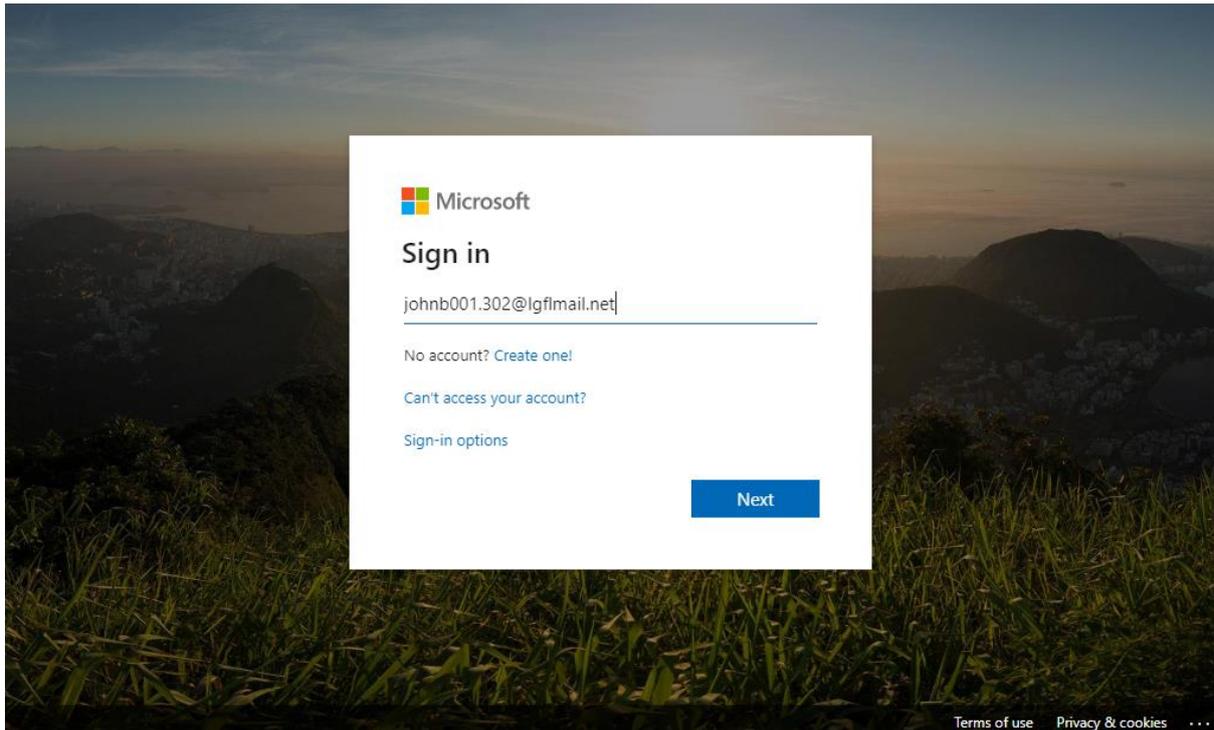
How to use MS Office 365: Guide for students



1. Open up a web browser and type in frog.hendonschool.co.uk, then enter your username and password to login to Frog.



2. In the top right-hand corner of the homepage, click on the App button and then click on the Outlook icon.



3. On the Microsoft sign in screen, enter your username@lgflmail.net , for example if your username is johnb001.302 you would enter johnb001.302@lgflmail.net. Now enter your password and login!

Sign In

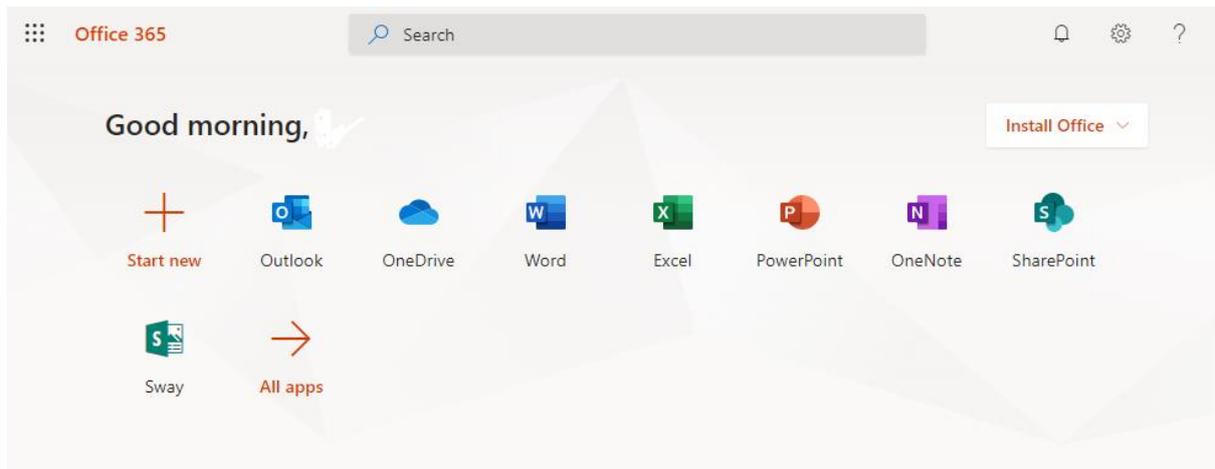


Type your user name and password.

User name:

Password:

4. You'll be navigated to the London Grid for Learning sign in page where you'll have to enter your username, for example johnb001.302 (this time without the @lgflmail.net at the end)



5. That's it! You are now logged into your Office 365 account and can use any Outlook Email, Word, PowerPoint or Excel to complete tasks. All files will be saved in your OneDrive automatically (your cloud account).