The Eastwood
A c a d e m y

Believe, Succeed, Together

7th January 2021

Re: Office 365

Dear Parent,

Office 365 gives your child access to a range of features:

- Office applications e.g. Word, Excel, Powerpoint, Outlook, Sharepoint, MS Teams etc.
- A personal school e-mail account.
- Storage capacity on the OneDrive.

To allow your child to access their personal school Office 365 account, I have provided a list of instructions on the following page.

If your child has any issues accessing their account, please e-mail:

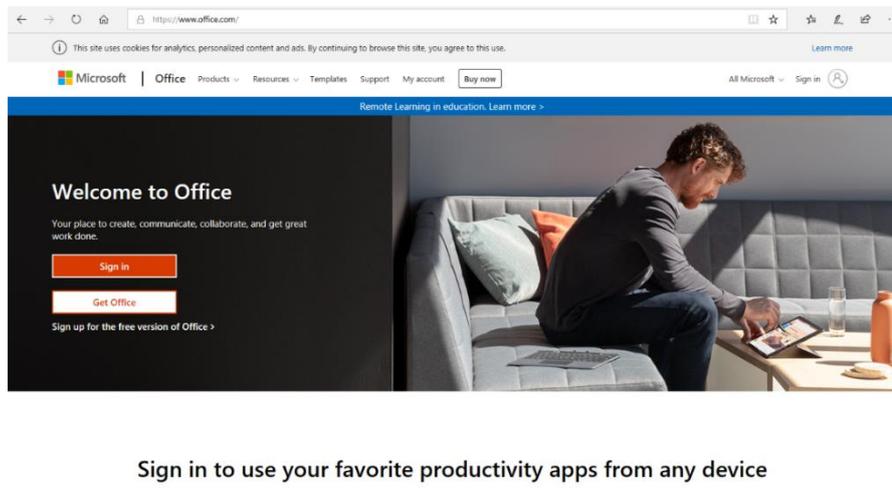Office365@eastwood.southend.sch.uk

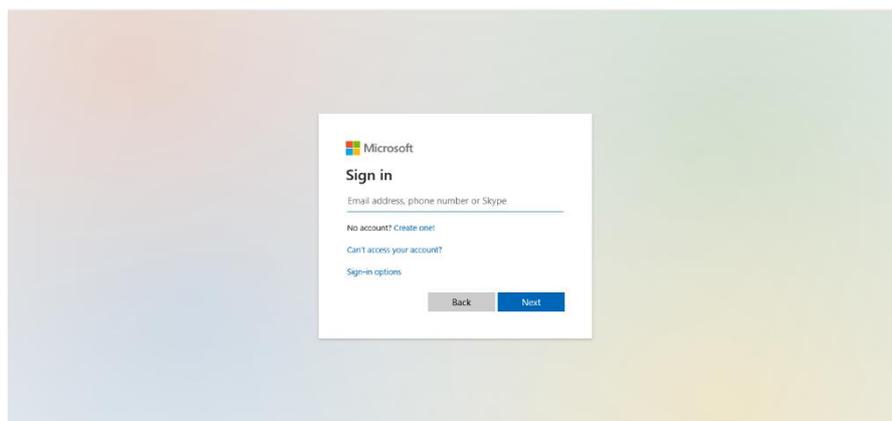Yours sincerely,

Mr. N. Houchen
Principal

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Instructions to Access Personal School Office 365 Account

1. Go to https://office.com

2. Click on 'Sign in'.

3. Enter your school e-mail address which is **usernumber@eastwood.southend.sch.uk**

The 'usernumber' is your school login e.g. 1234

4. A box will appear. Type in **the same password** that you use to log in to a computer at school.

5. The following screen should appear. The Office 365 applications can be found on the left-hand side.

Eastwood Park Academy Trust, a charitable company limited by guarantee. Registered in England & Wales No. 07700909
Registered office: The Eastwood Academy, Rayleigh Road, Leigh on Sea, Essex SS9 5UU
Telephone number: 01702 524341
Web: www.epat.education Email: Enquiries@eastwood.southend.sch.uk