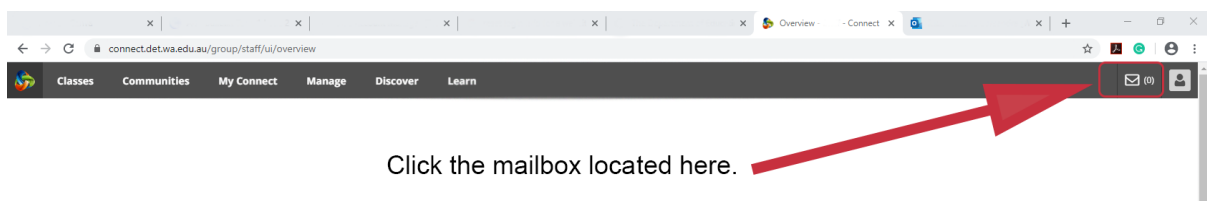


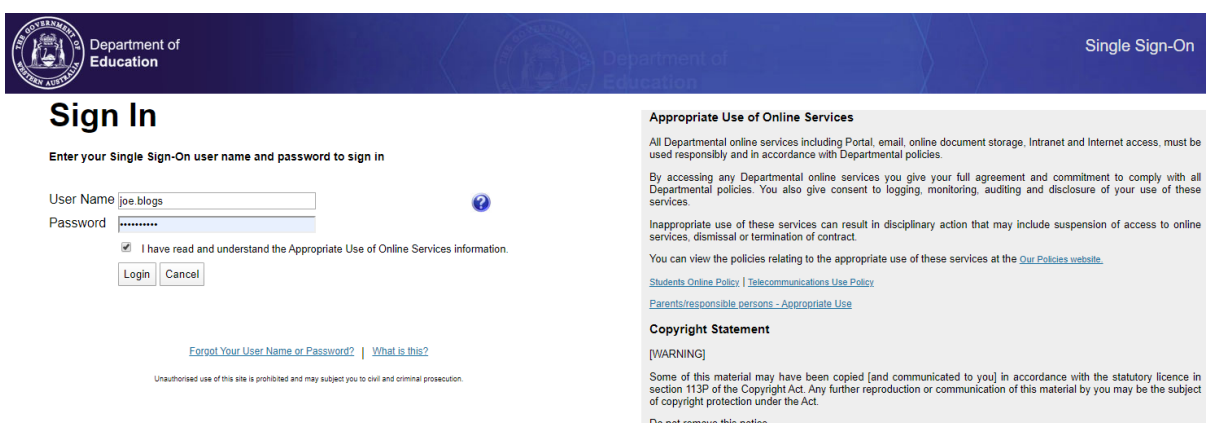
Dear Parents/Guardians,

Provided are instructions for students accessing the Microsoft Suite if you do not possess a personal copy at home.

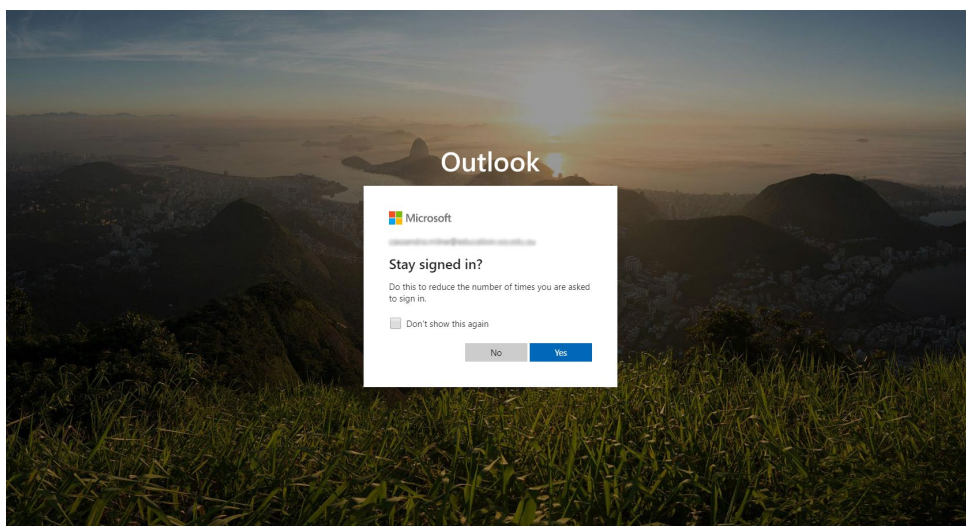
First, please direct your children to login using their Connect account. Once the overview page has loaded, a dark grey bar with various links should appear at the top of the page. To the far right, next to the silhouette of a person, will be a mail icon. Click the mail icon.



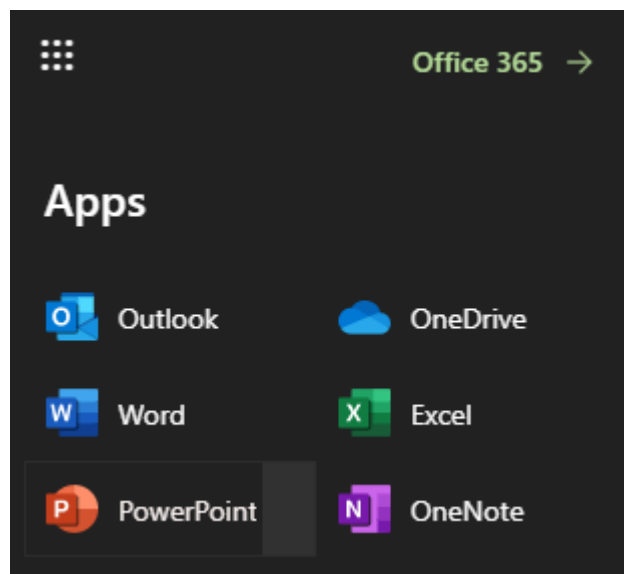
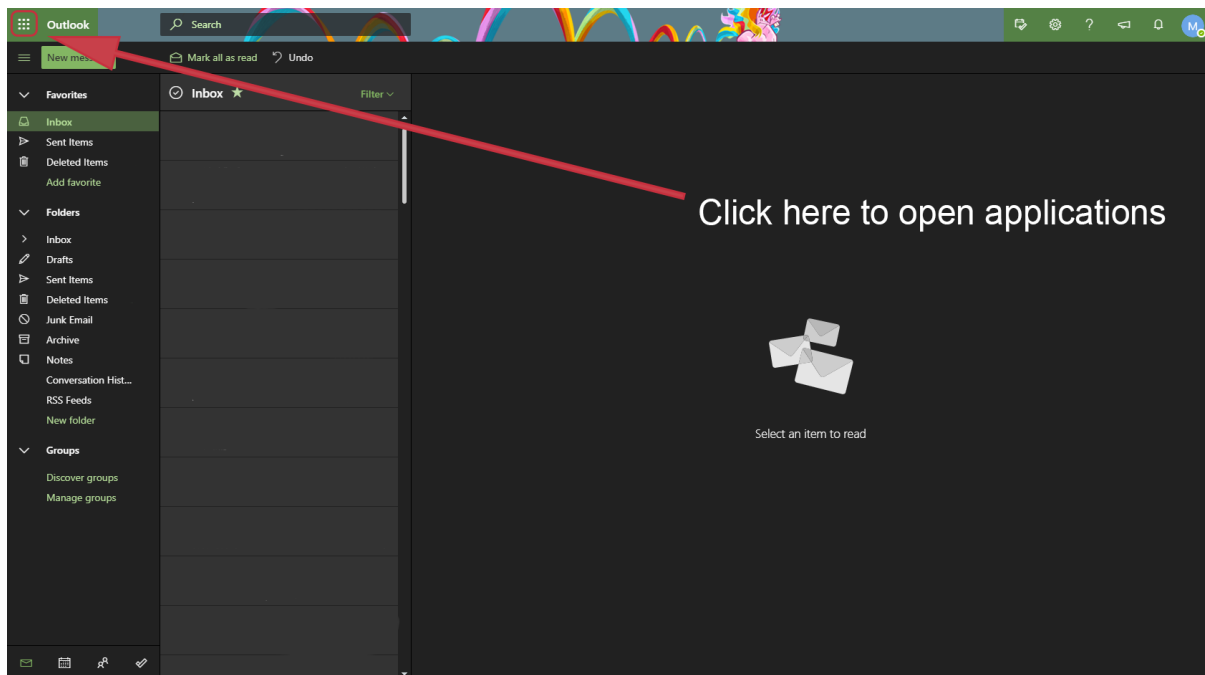
The next page that will load is the Department of Education login page. Please use the same login (P-number and password) that you use for Connect.



Next, a web-browser version of outlook will load with the student's email address and *Stay Signed In?* option. Tick or ignore as per your preference and continue to the mailbox.



Next, the webmail of the student will appear. Navigate to the top left of the page where you will see nine dots arranged in a three by three pattern. Click this option to open Applications, which will show all the Microsoft programs that your child has access too.



Once you click on which Microsoft program you wish to use, a web-based version of the software should load and grant you full access to complete schoolwork online. If you require more information on how to use Word Online, Microsoft has provided a guide you can access below:

[Word for Windows](#)