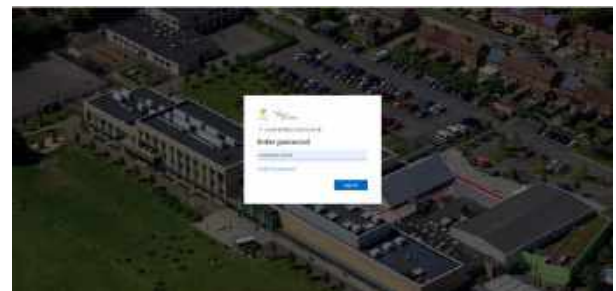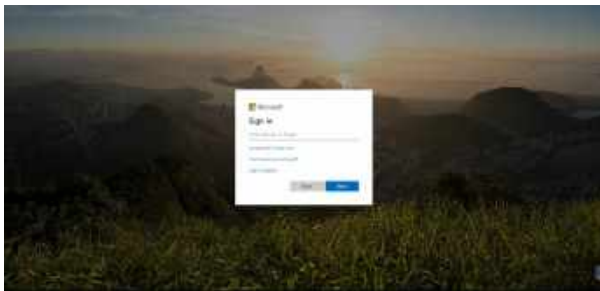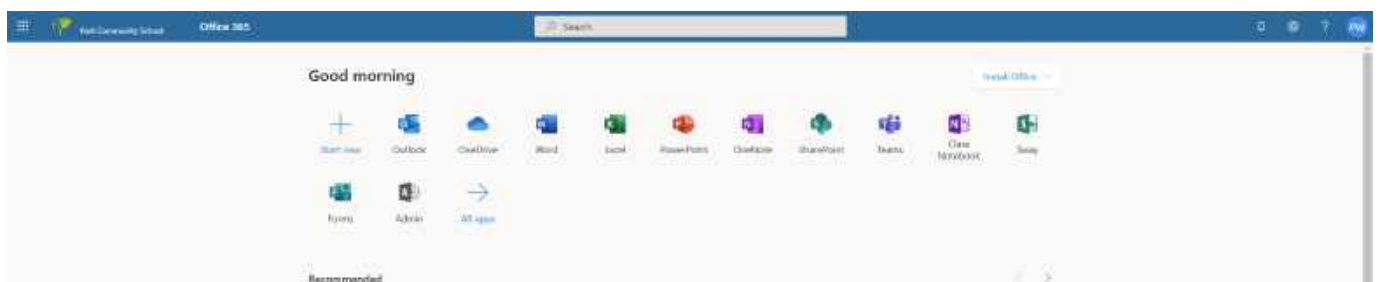# How to Log in to Office 365

To log in to Office 365 please follow the instructions below. Please note that this is the same log in procedure for anything Office 365 (Email & Calendar, SharePoint, OneDrive, Teams).

Instructions

- Go to the main Office 365 portal https://office.com
- Select Sign In
- Enter your Username in the form username@pcs.hants. sch.uk (e.g. jsmith@pcs.hants. sch.uk) and click Next

Once you login succesfully you will be directed to this page where you can then navigate to all areas of Office 365

Usefull Links

Student Page - https://pcshantssch.sharepoint.com/sites/students

Teams - https://teams.microsoft.com