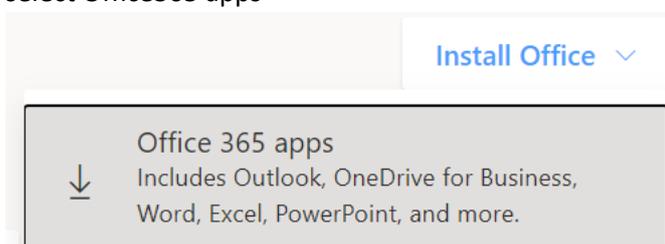


Office365

As part of your child's Office365 account they can download a free version of Office. To obtain a copy of Office, they need to do the following:

1. Go to <https://portal.office.com>
2. They need to sign in using their Watling Academy email address and school password
 - Student email addresses follow the pattern of the year they started (in two-digit form) followed by their surname followed by the first letter of their first name followed by @watling.academy. For example, John Smith who started Watling Academy in 2022 would have email address 22smithj@watling.academy
 - Students should all know their passwords as we have recently changed them
3. Once logged in they will be able to see the Office365 portal
4. On the top right you should see the install Office dropdown, click on the dropdown and select Office365 apps



5. A download should commence, and you will just need to follow the installation the instructions on the screen to get office365 installed

If there are any questions relating to viewing homework, resetting students' passwords or downloading Office, please send an email to webmaster@watling.academy.