

Disclaimer

- The use of this product is for educational purposes only. We will not be held responsible for the loss of any personal information on the system
- Office 365 accounts will be monitored and any files found that are classed as illegal or may be harmful to the network can and will be removed if necessary.
- The use of this product is only activate whilst you are at Kidderminster College, and licenses will be removed once you have completed your course.
- We hold the rights to deactivated Office 365 accounts if we feel it is necessary for any purpose.
- By using this system, you agree to comply with the Microsoft Terms and Conditions for Office 365

KC Guide Office 365

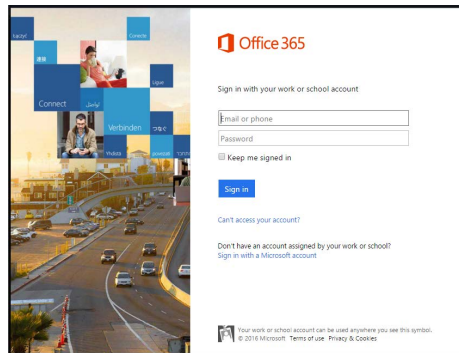


Market Street
Kidderminster
Worcestershire
DY10 1AB



STEP 1

Open your browser and navigate to <https://login.microsoftonline.com>



STEP 2

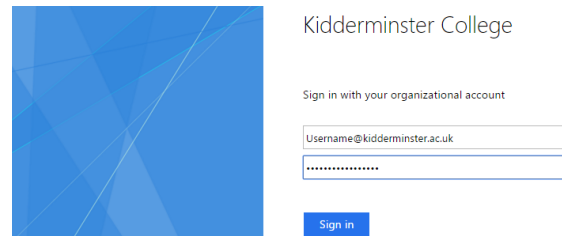
First type your college email in to the email box. This will be in the format of `username@kidderminster.ac.uk`. Next click the password box and you will then be automatically redirected to the Kidderminster College Office 365 sign in page.



STEP 3

You may not see this page using college machines.

If you see this webpage, you can now enter your password in to the password box. This will be the password that you use to log in to the machines at the college.



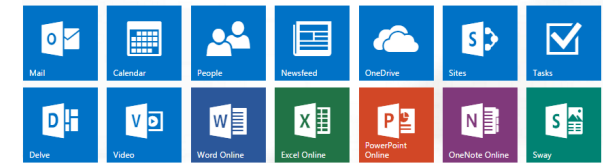
STEP 4

You will now be presented with the Office 365 portal. Each of the icons shown are products you will be able use using your web browser. You will also be able to install full version of Word, Excel, PowerPoint and OneNote for free.



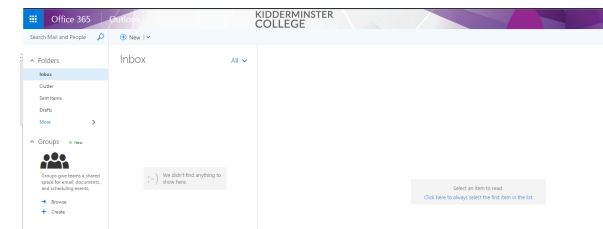
STEP 5

You will also be able to access your student emails from this page, if you click the Mail icon this will then redirect you to your online emails.



STEP 6

You will now see your email inbox. You will now be able to send/receive emails using your office 365 account.



NB - Additionally you will also be able to download office apps for your mobile phone app store, including outlook apps for checking your emails on the go.