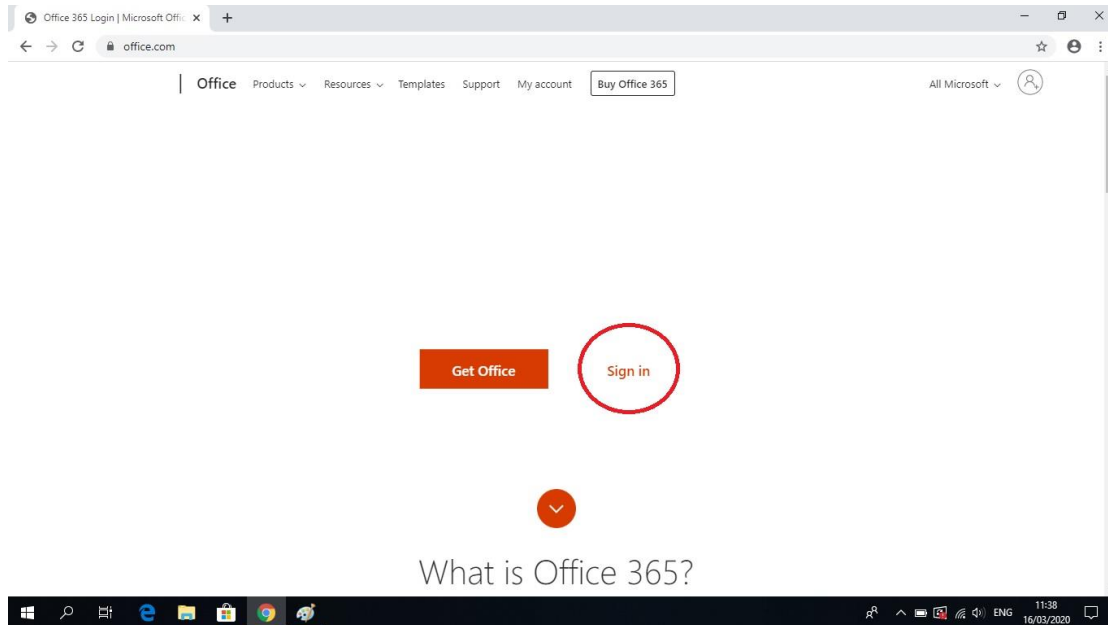


Student Access to Office 365

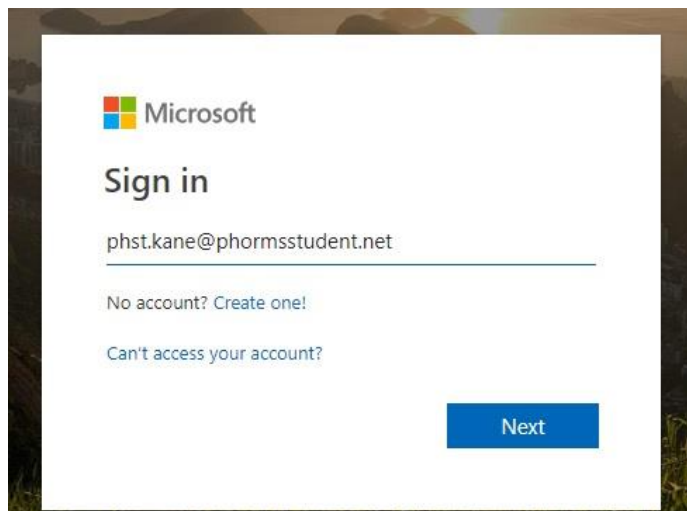
Navigate with a web browser (preferably Chrome) to:

www.office.com

On the website there is a button to sign into the service.

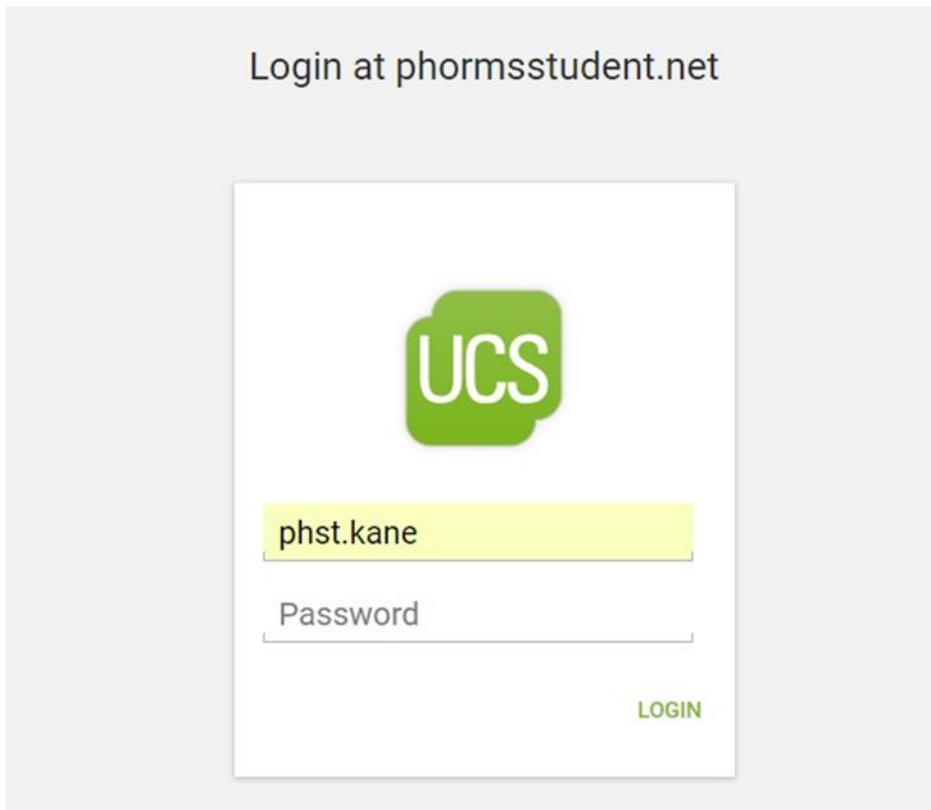


Once you press this you will see a login page. Here you can type in your student email address. If you are a Gymnasium student, this is the name that you have been using to sign into the laptops with @phormsstudent.net at the end like in this example:

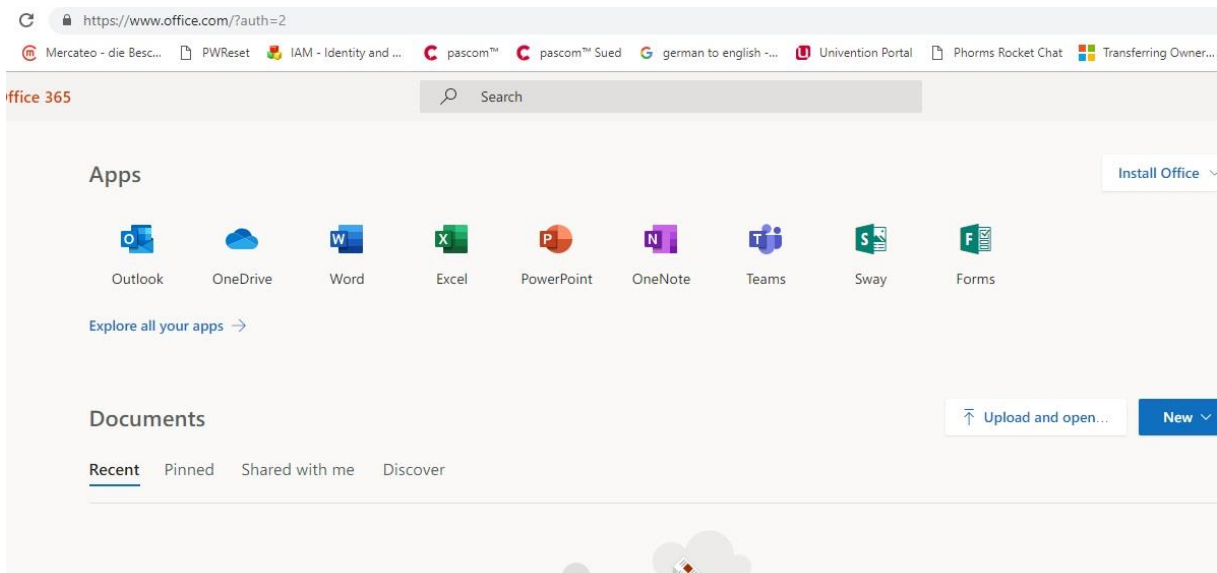


However, the Student Email accounts normally look like this: Gaa1022933@Phormsstudent.net

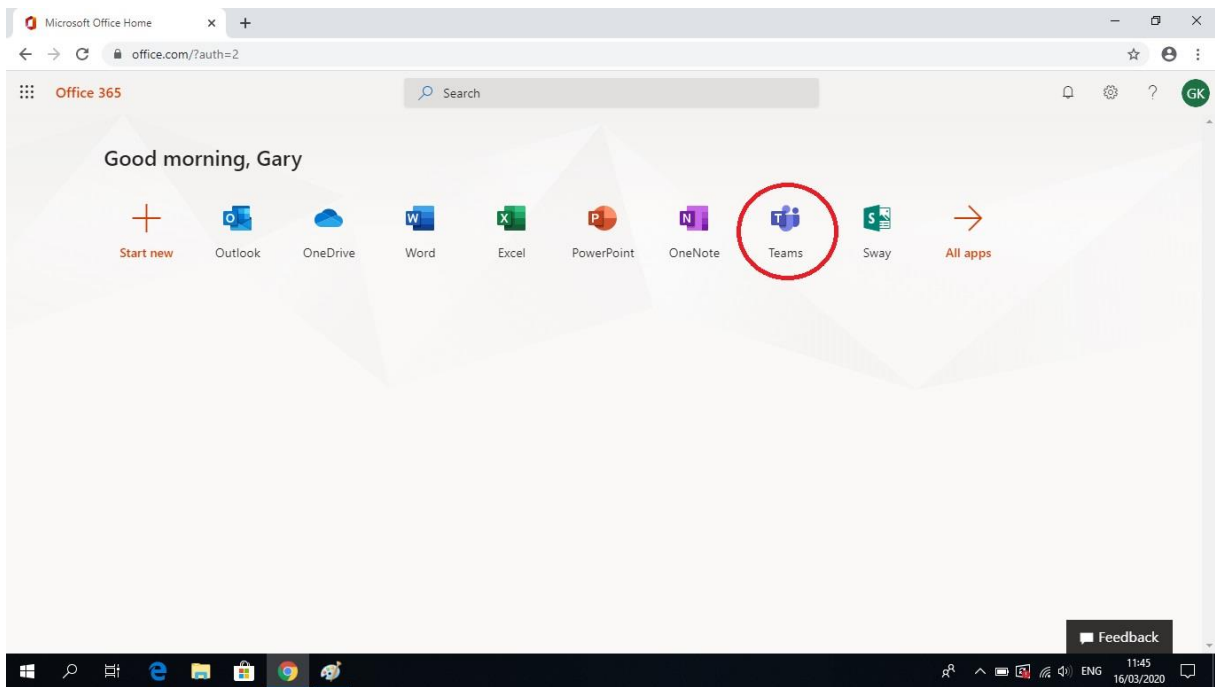
After that press next. You will be taken to the Phorms login page. Here you enter your full account details. This time you only enter your username, not the full email address, in the top line. Then in the second line you enter your password, like in this example:



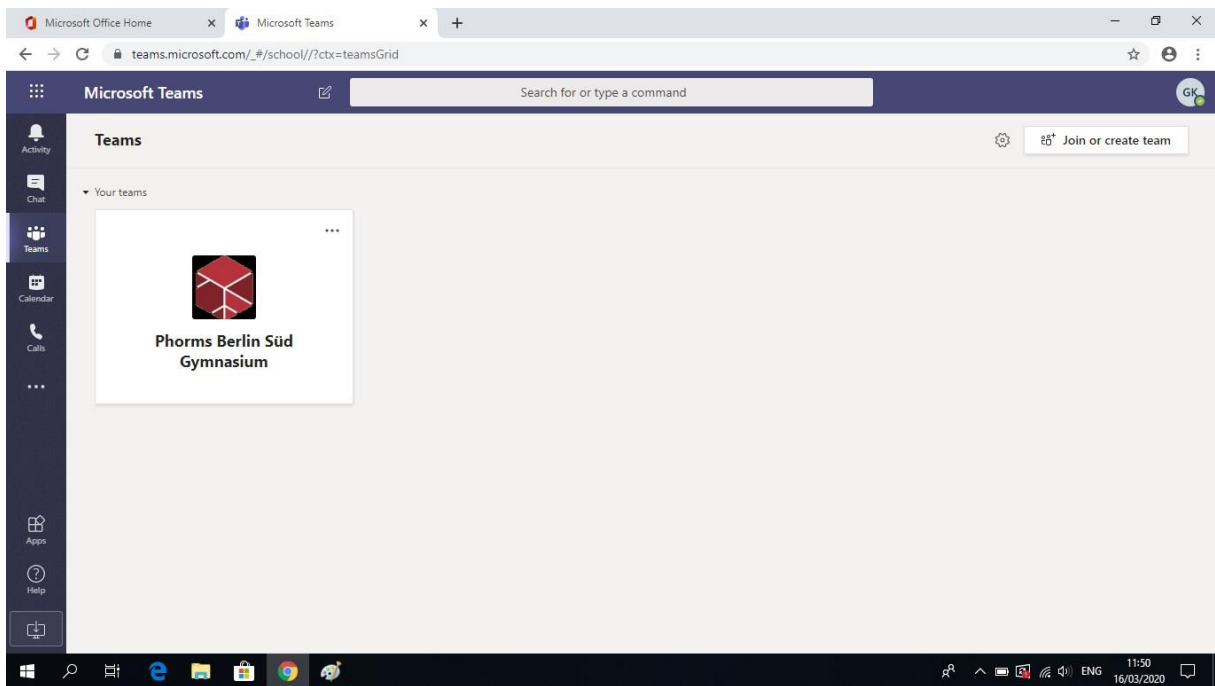
You will be taken to the office homepage. From here you can use the office programs such as Word and Excel:



For digital learning, from this menu, you should click Teams.



You will then see something like this:



From here you will see any classroom "team" that you are a member of and you can just click on them to join the class.

Gary Kane
I.T Manager
Phorms Berlin