

# Log on reminder

## How to log on to Office 365

To log on to Office 365 please follow the instructions below. Please note that this is the same log in procedure for anything Office 365 (emails, calendars, SharePoint, OneDrive and Teams).

*You can also access this through our school website- choose the Student-Learning button.*

## Instructions

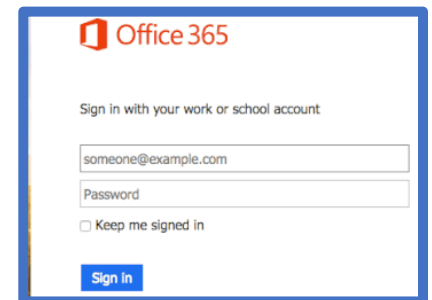
1. Go to the main Office 365 portal <http://office.com>
2. Select **Sign in**
3. Enter your **Username**.

*This will be [username@pcs.hants.sch.uk](mailto:username@pcs.hants.sch.uk) (e.g [jsmith@pcs.hants.sch.uk](mailto:jsmith@pcs.hants.sch.uk))*

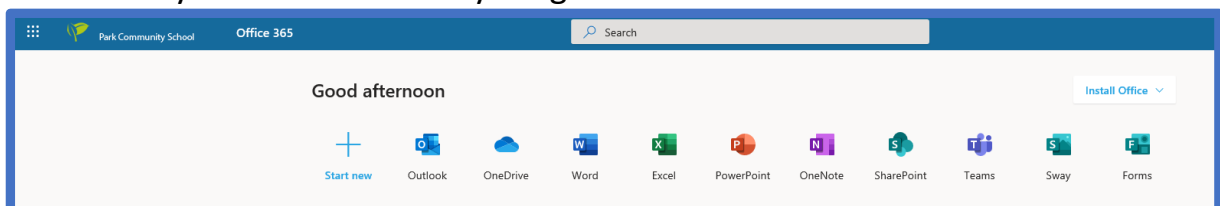
4. Enter your **Password**

*This is your school password*

5. Click **Sign in**



Once you've logged in successfully you will be directed towards this page. From here you can access everything.



*You can also download **Sharepoint**, **One Drive** and the **Teams** app on your phone.*

## Useful Links

Student page- <https://pcshantssch.sharepoint.com/sites/students>

Teams- <https://teams.microsoft.com>