



The Academy
at Shotton Hall

PARENT GUIDE TO OFFICE 365

Office 365 can be used by students to access a range of free apps to support their learning, such as:

- Sharepoint
- Word
- Powerpoint
- Excel
- Teams
- OneDrive
- OneNote
- Outlook (to contact teachers)

How to get access

Click on the 'Office 365' link at the top of the school website and login using your school login details:

Username: (insert your username)@shottonhallacademy.co.uk

Password: The password you use for school computers

Download the app

You can also download the **Office 365** apps from your smartphone store - they're completely **FREE!**



SharePoint



OneDrive



If you have any problems contact enquiries@shottonhallacademy.co.uk