

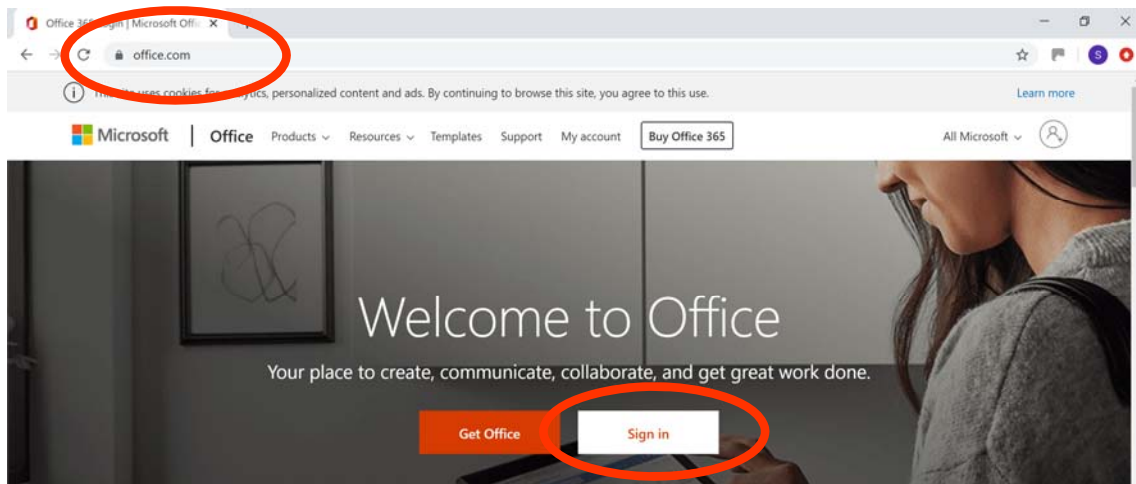
## Accessing emails and the Office Suite through Office 365

As a student of Blessed Trinity RC your child has access to Office 365, which includes student email and the ability to download the Office suite for free on up to 5 devices (for as long as they are a student at Blessed Trinity RC). The office suite includes: Word, PowerPoint, Excel and Outlook.

To access:

Go to: [www.office.com](http://www.office.com)

Click on Sign in



Students are to sign in with their school logins (The same login that they use to login into the computers)

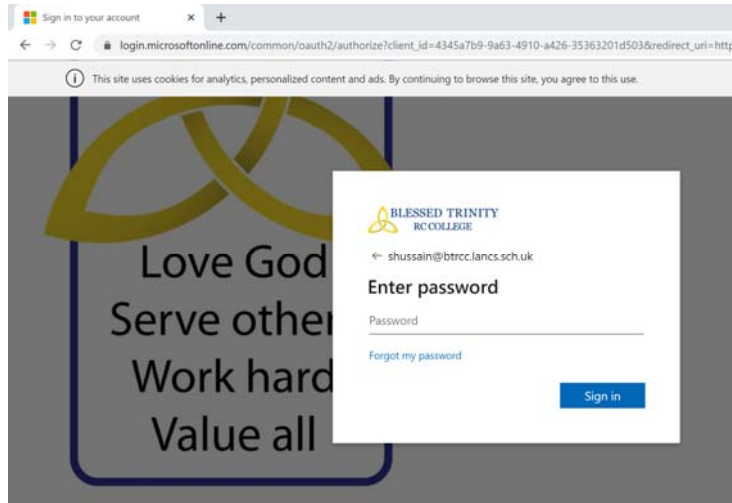
For example:

[Surname.initial-4numbers@btrcc.lancs.sch.uk](mailto:Surname.initial-4numbers@btrcc.lancs.sch.uk)

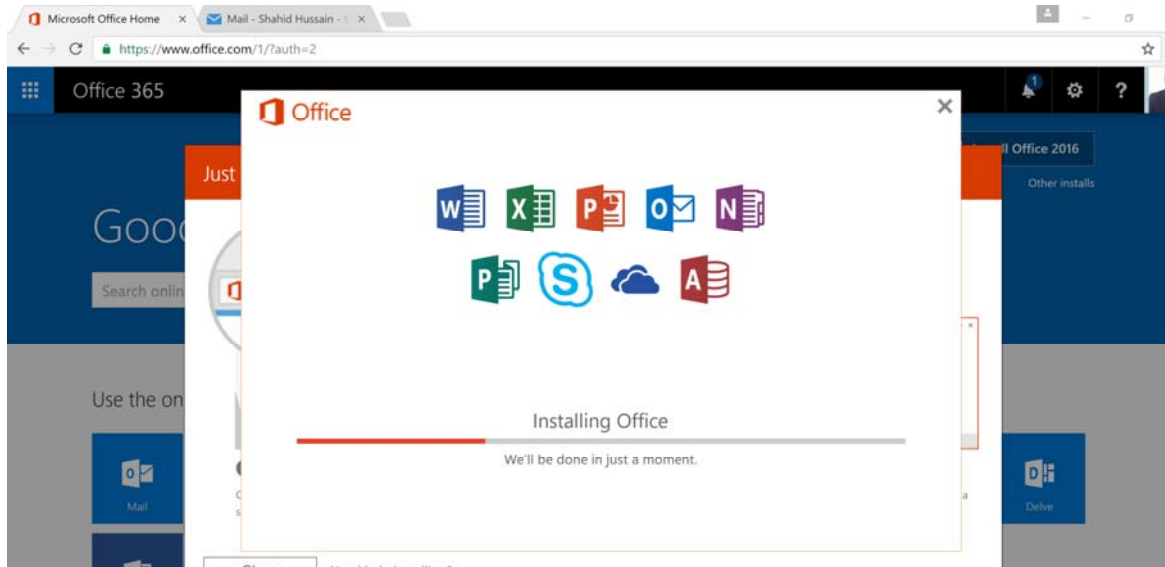
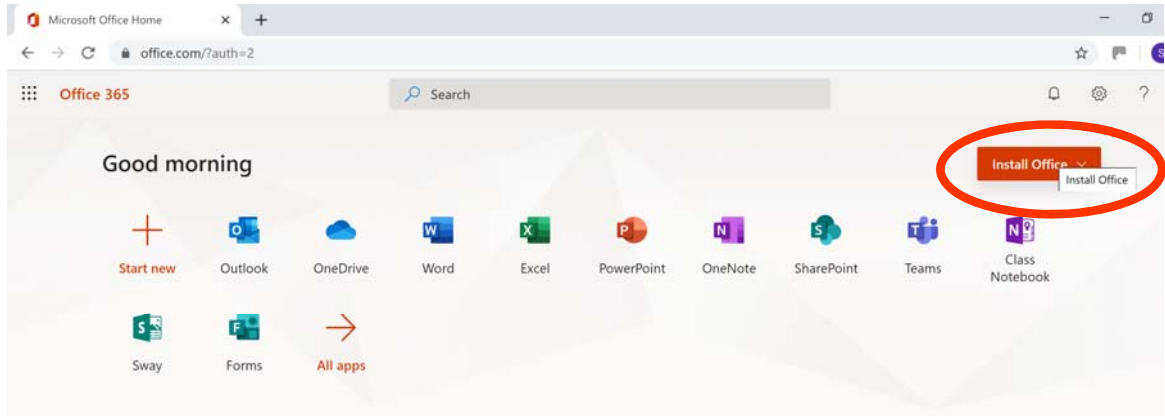
Password (same as login at school)

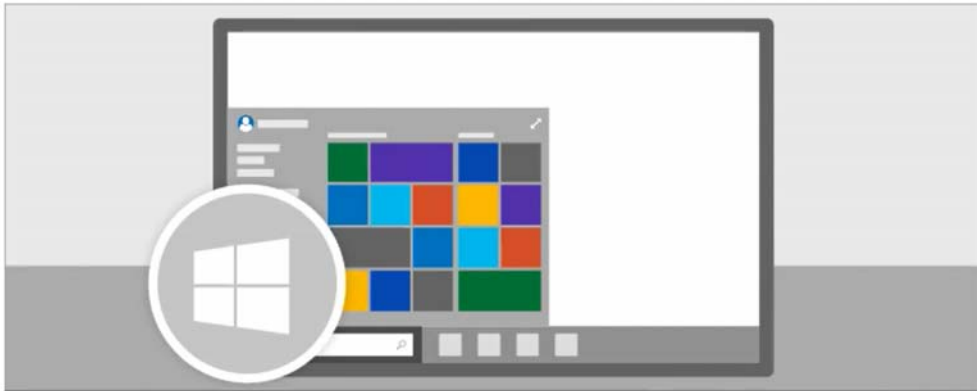
[smith.A-1234@btrcc.lancs.sch.uk](mailto:smith.A-1234@btrcc.lancs.sch.uk)

Password (same as login at school)



Once signed in click Install Office and it will download the Suite.





You're all set! Office is installed now  
Click Start > All Apps.

[Close](#)