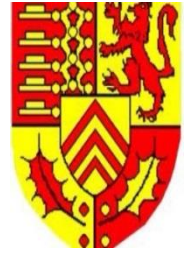
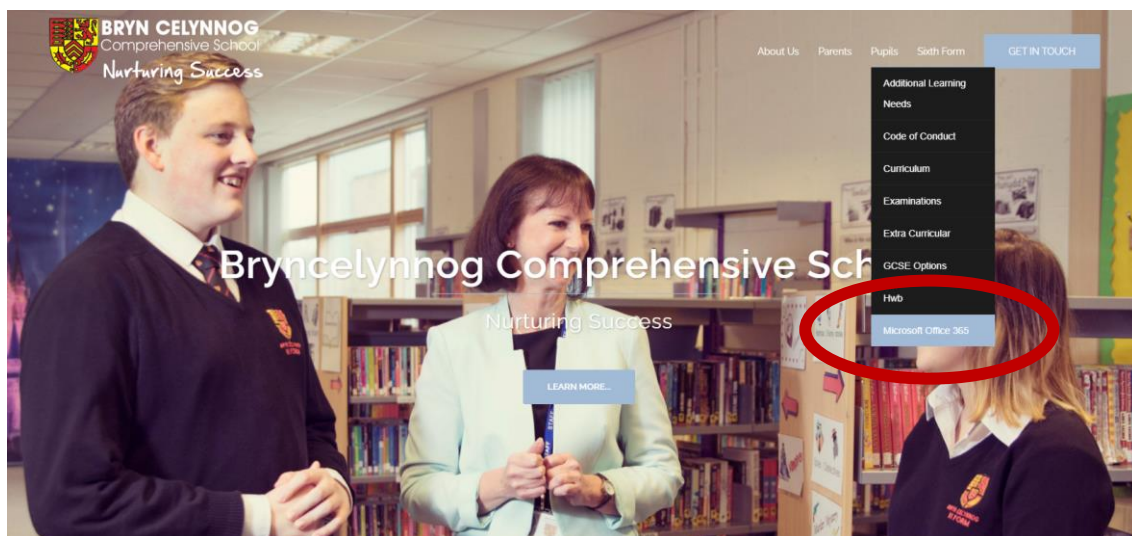


# Accessing your Office 365 Account



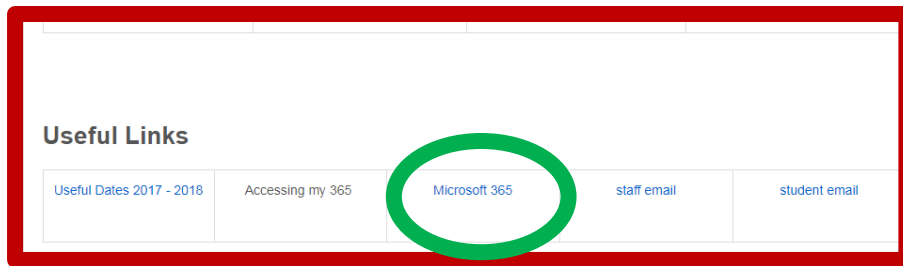
Go onto the school website:

[www.bryncelynnog.org.uk](http://www.bryncelynnog.org.uk)



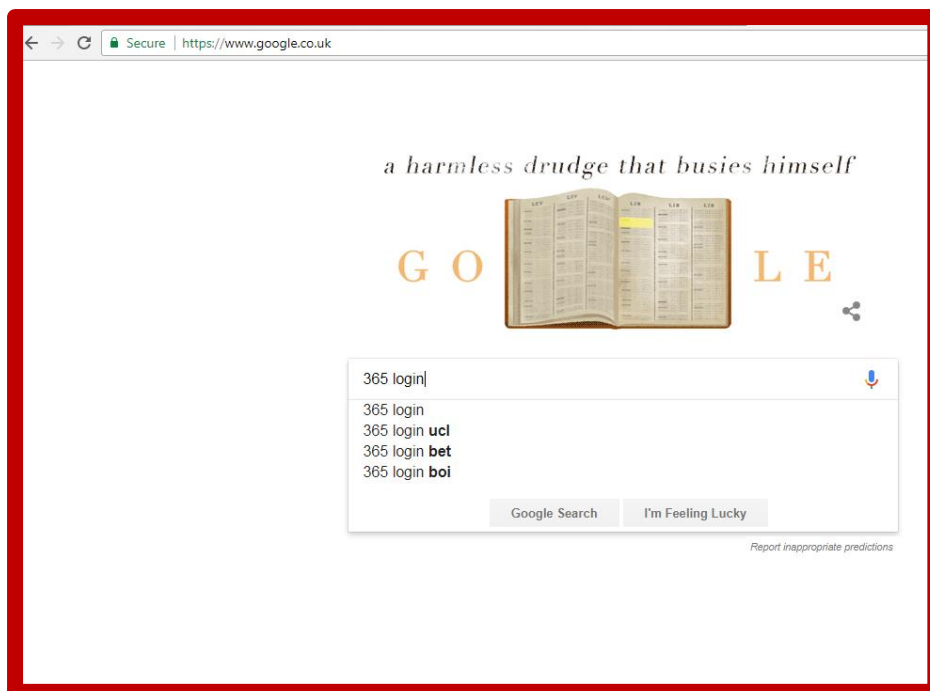
Select the Pupils tab followed by Microsoft Office 365 (as shown above)

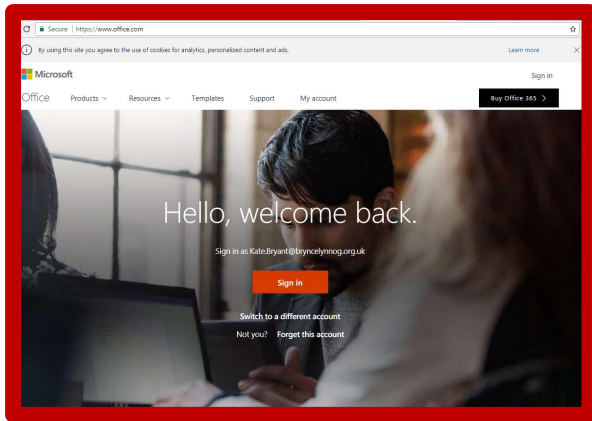
Select the link to access Microsoft 365



**Alternatively**

Google "365 login"





# You will need to sign in

Your login details are:

Your **username** to log onto a school computer followed by  
`@bryncelynnog.org.uk`

For example:

`16davsam@bryncelynnog.org.uk`

Your **password** is the same as the one you would use to log onto the school computer

To sign in you will need to...

Secure | https://www.office.com

By using this site you agree to the use of cookies for analytics, personalized content and ads. [Learn more](#)

Microsoft Sign in

Office Products Resources Templates Support My account Buy Office 365 >

Hello, welcome back.

Sign in as Kate.Bryant@bryncelynnog.org.uk

**Sign in**

Switch to a different account

Forgot this account?

**Click on the Sign in button**

Secure | https://login.microsoftonline.com/common/oauth2/authorize?client\_id=4345a7b9-9a63-4910-a426-35363201d503&response\_mode=form\_post&response\_type=cod...

Office

Work or school, or personal Microsoft account

Email address or phone number

Password

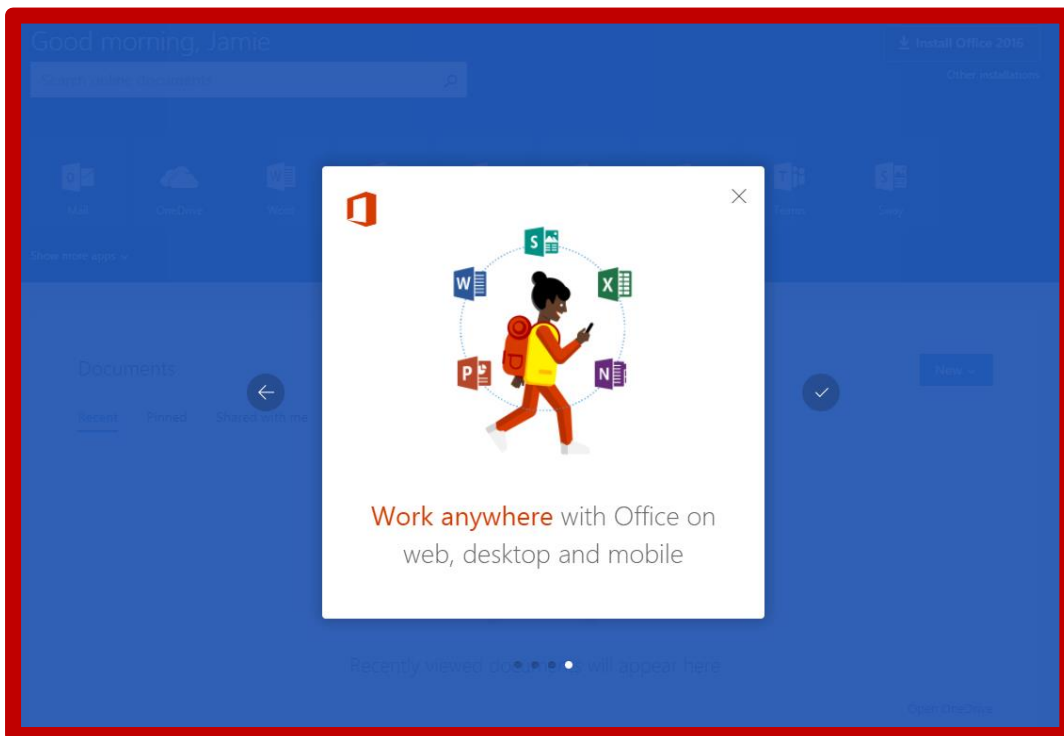
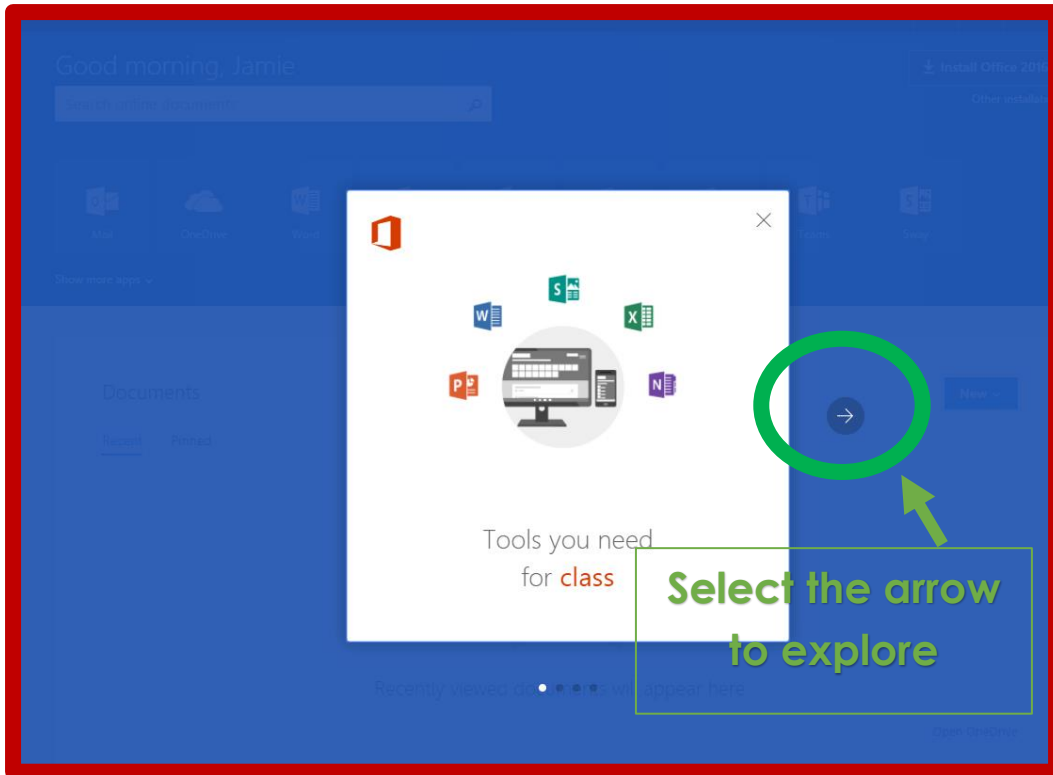
Keep me signed in

**Back**

Can't access your account?

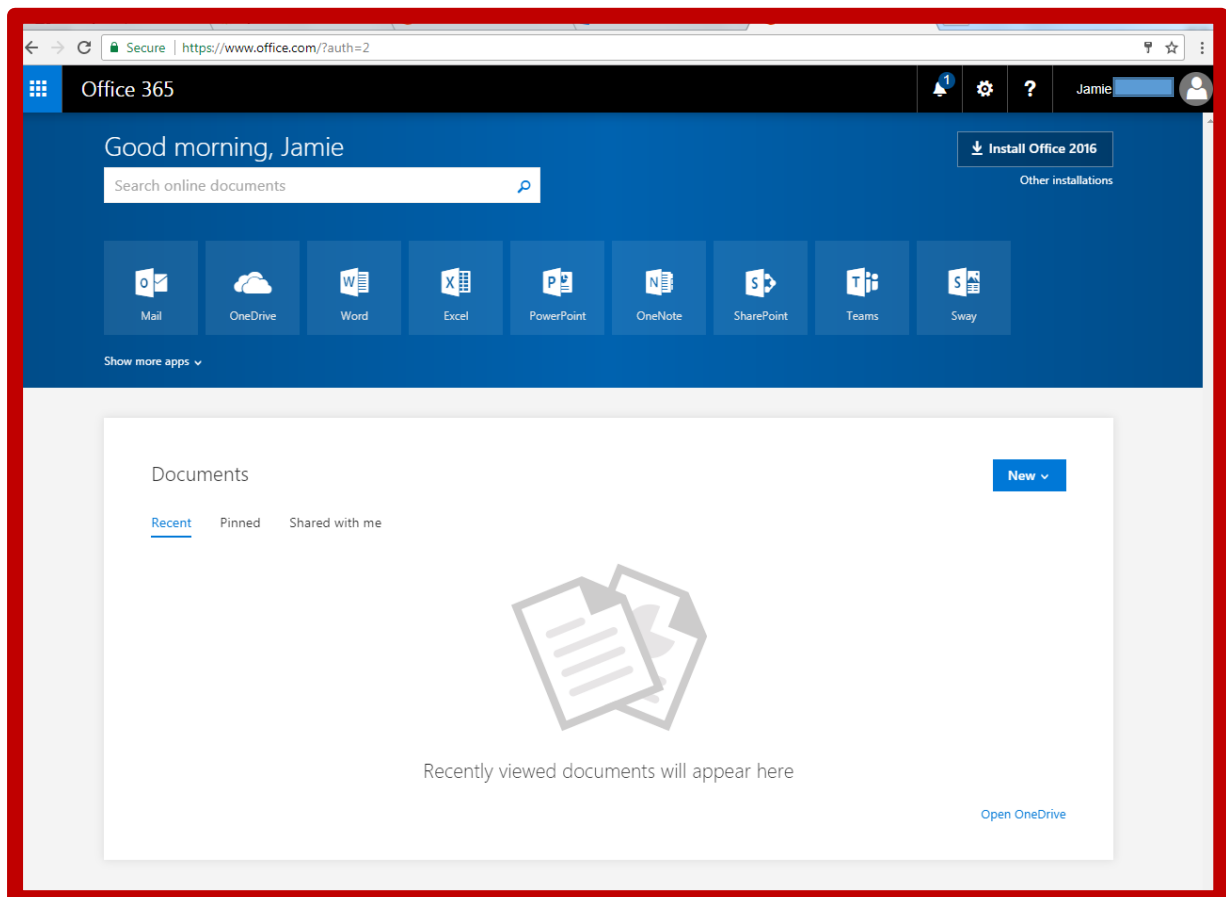
**Go to previous page to see examples and instructions to sign in**

**Enter your username and password here**



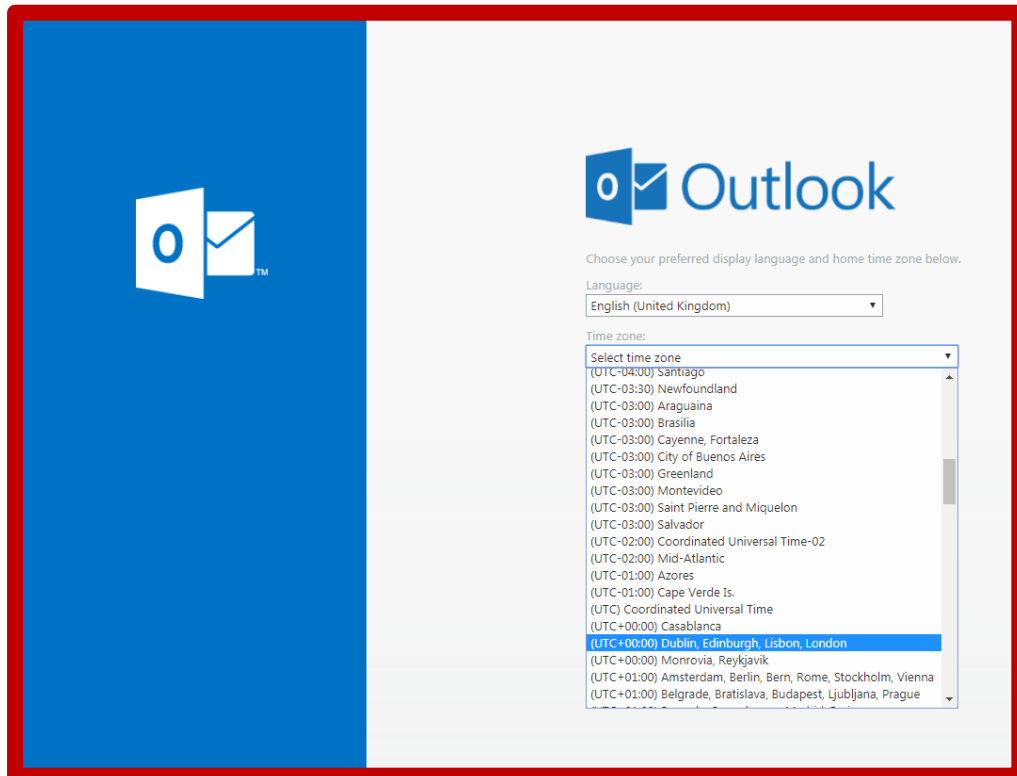
You will have access to Microsoft Office  
(word, excel etc.)

Also your email. (This email account should be used for school purposes only. For example, to email your homework to your teacher or provide feedback to a peer or receive feedback.)



You will be asked to select a time zone, you can select

Dublin, Edinburgh, Lisbon, London from the list.



Below are some of the most used applications available to you on your O365 account



OUTLOOK – application used to send and receive emails



ONE DRIVE – an online space to save your work



TEAMS – an application used to communicate with teachers, access home learning work including assignments and tasks. This platform is also used in Bryn Celynnog to attend any live lessons.



WORD – a word processing application



POWERPOINT – a presentation application



EXCEL - a spreadsheet application

If you have any queries regarding your Office 365 account please contact [kate.stock@bryncelynnog.org.uk](mailto:kate.stock@bryncelynnog.org.uk)