1. Type www.office.com into the address bar at the top of a search engine (google)



2. Office will open, it may look different.

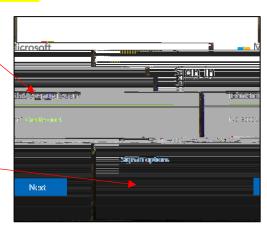
Click the Sgn In button



3. Enter your school email address this is in the format firstname.surname@spspupils.com

Examples
jane.roberts@spspupils.com
john.smith@spspupils.com
fred.jackson-wood@spspupils.com

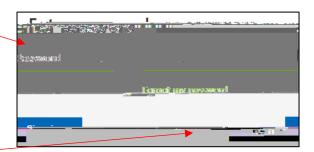
Click Next



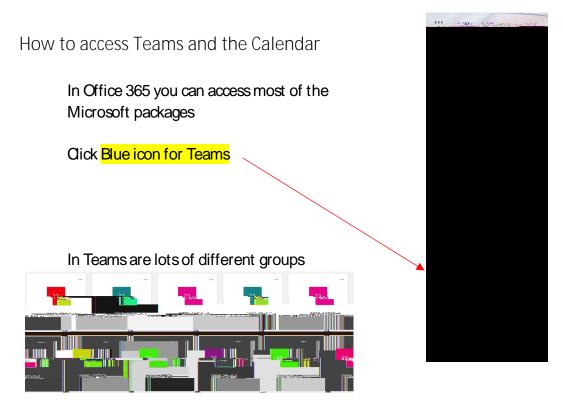
4. Enter your password

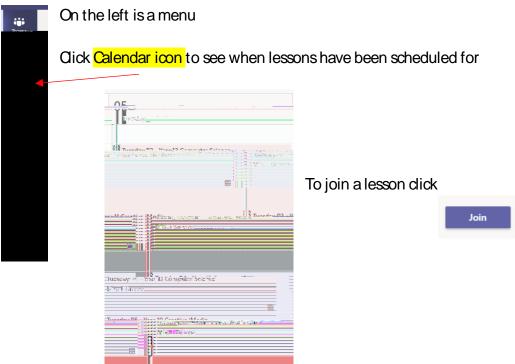
This is the password you use when you log on to the school computers

If you are not asked to do this, it means you have got your email address wrong



Click Sign in -





Depending on the computer settings you may be asked to check your headphones or audio on your computer.