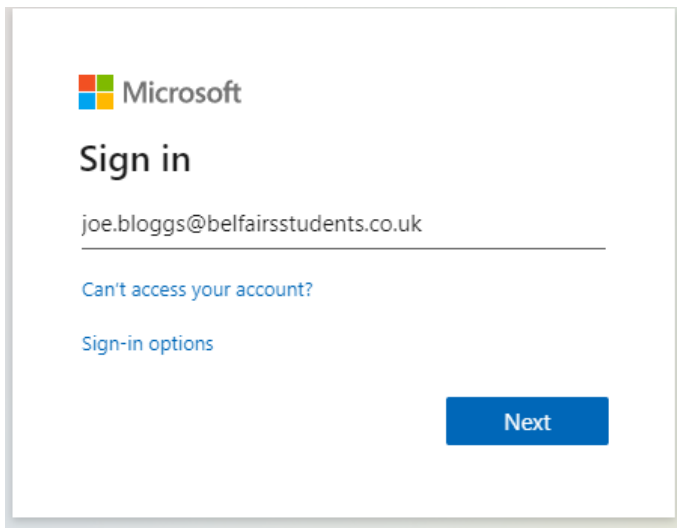


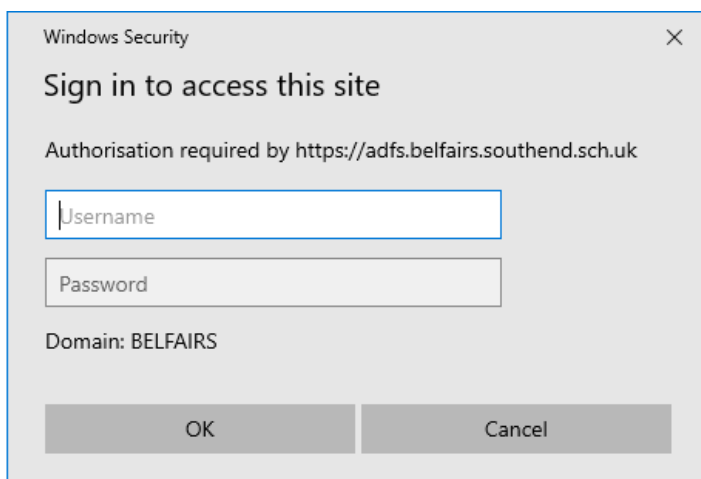
# Belfairs Academy Student Access to Office 365 at Home

On any PC or Apple Mac, with an internet connection, browse to the following website:

<https://belfairssouthend.sharepoint.com/Students>



You will be prompted to enter your email address, this will need to be entered in the format below, you should then see a pop up box asking you for your username and password, this will be the same as the ones you use for the computers when you are in the academy. Enter your details and press ok.

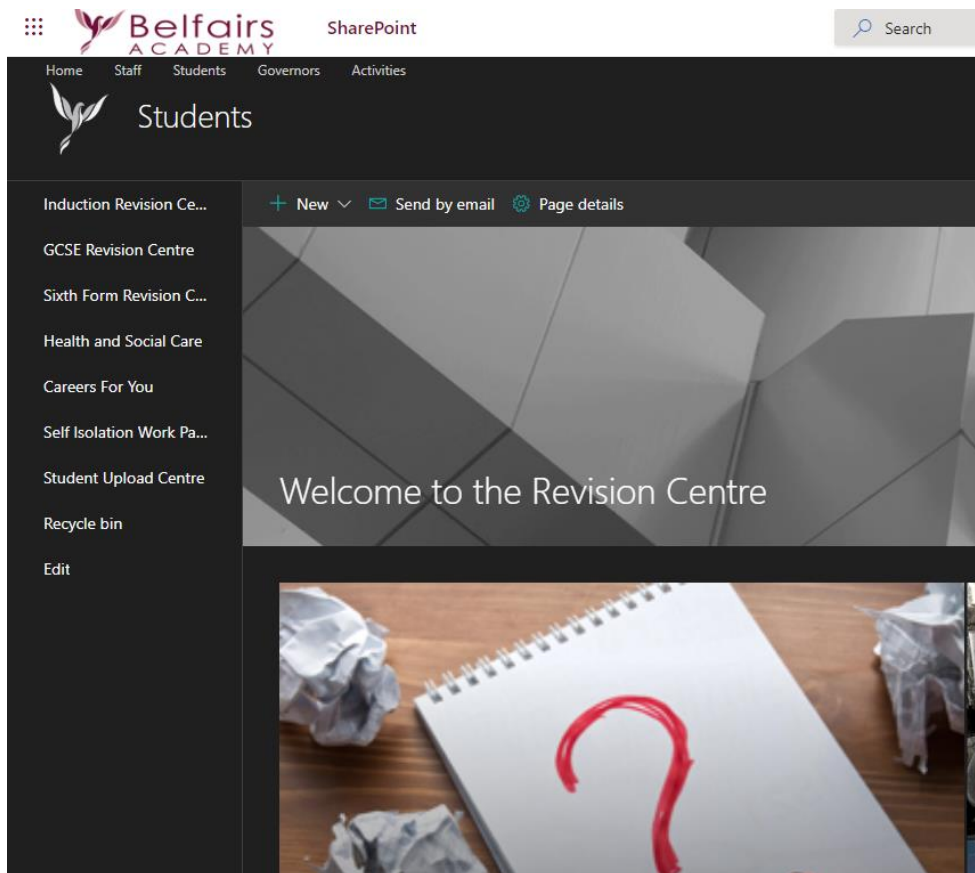


**Email:** *firstname.lastname@belfairsstudents.co.uk*

**Username:** *username you use for the academy computers*

**Password:** *password you use for the academy computers*

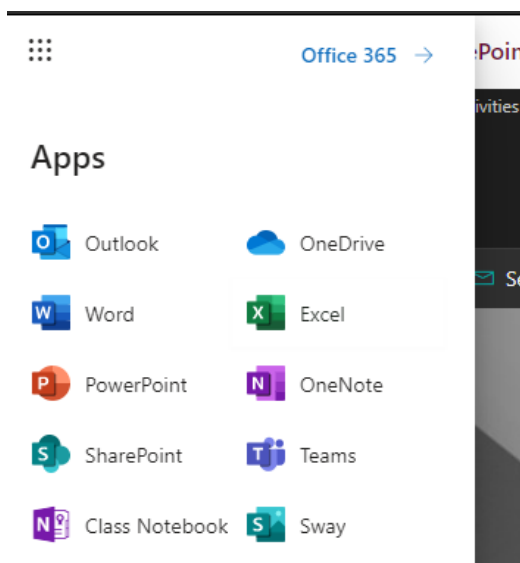
You should then see this page. From this page you can access the Revision centre and Upload centre from the list on the left-hand side.



To access your 365 apps such as OneDrive, Sharepoint (for revision and upload centre), Teams, click on the 9 dots in the top left-hand corner

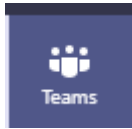


Then in the menu that appears, select the app that you wish to use

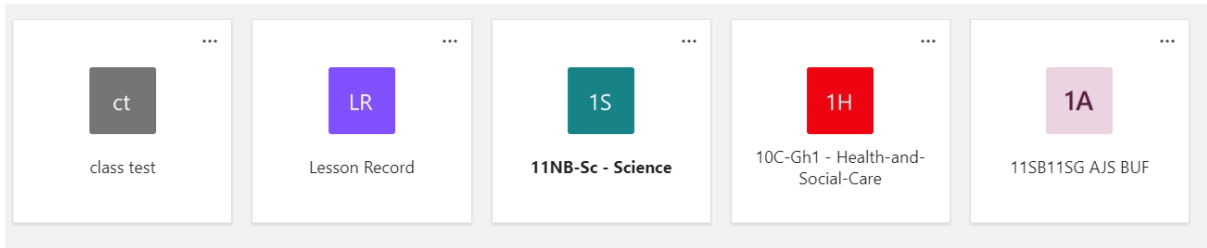


## Accessing Lessons in Teams

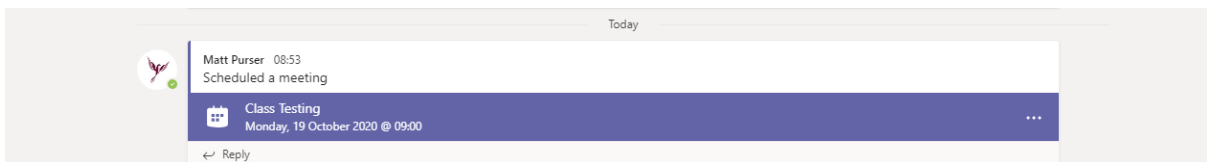
Once you have opened the Teams app from the previous menu, click on the Teams menu item on the left-hand side.



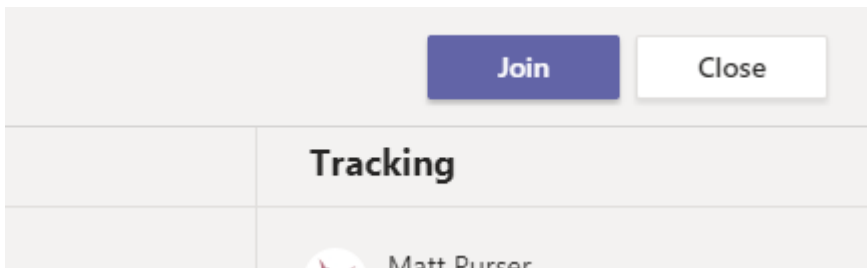
This will open all the teams/classes that you are a member of.



Click on the class you wish to access, and you will then see the chat style window for this class. If there are any scheduled live lessons, then this will be shown here



To join the live lesson, click on the highlighted section, a new window will appear, and it will give you the option to Join the lesson in the top right hand corner



When you join the lesson, please ensure your camera and microphone are switched to the off position unless otherwise told by your teacher

