

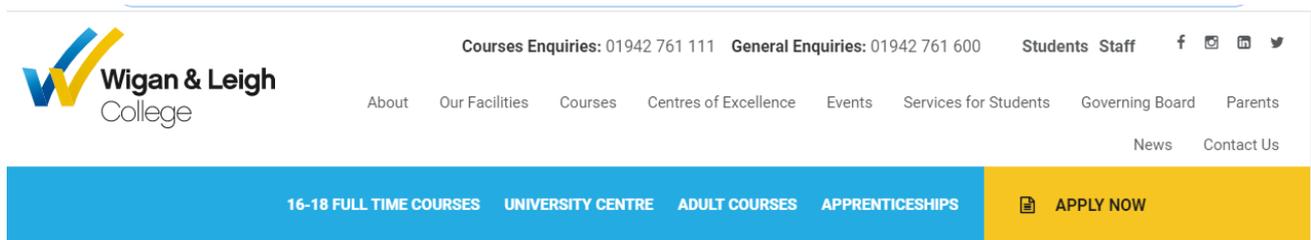
How to Access Microsoft Office at Home

Wigan and Leigh College are pleased to offer our students free access to the latest online Microsoft Office products.

Once you have set up your office 365 account you will benefit from Word, PowerPoint, Excel, and OneNote in real time anywhere, any time, on any device.

Accessing from a Computer

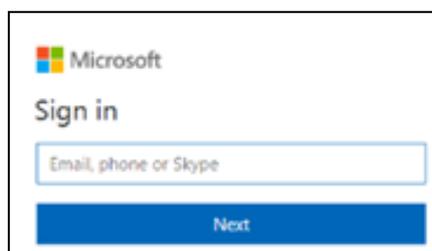
- Go to the college website (www.wigan-leigh.ac.uk) and click on students.



- The student portal will load, select the @ icon to open the office 365 log in page.



- The log in page will appear. You will need to enter your college email address (U10xxxxxx@wigan-leigh.ac.uk) in the Sign in box.



You will now be prompted to enter your username (Full college email address) and password.

Once sign in is complete you will see the 365 welcome page. From here, you will be able to access your college email (outlook, Word, Excel, PowerPoint and your OneDrive online storage



To navigate your way back through the different functions simply click on the boxes icon in the top left hand side of the screen.

How to access Microsoft Office from your Mobile Phone or Device

- Go to your phones app store (with Apple or Android) and download the Word, PowerPoint and/or Excel apps.



- Once the app has downloaded, it will ask you to sign in. You will be required to sign in with your college details as normal:
 - Email = UNUMBER@wigan-leigh.ac.uk
 - Username = UNUMBER
 - Password = Regular college password