

# HOW TO ACCESS O365 FROM HOME

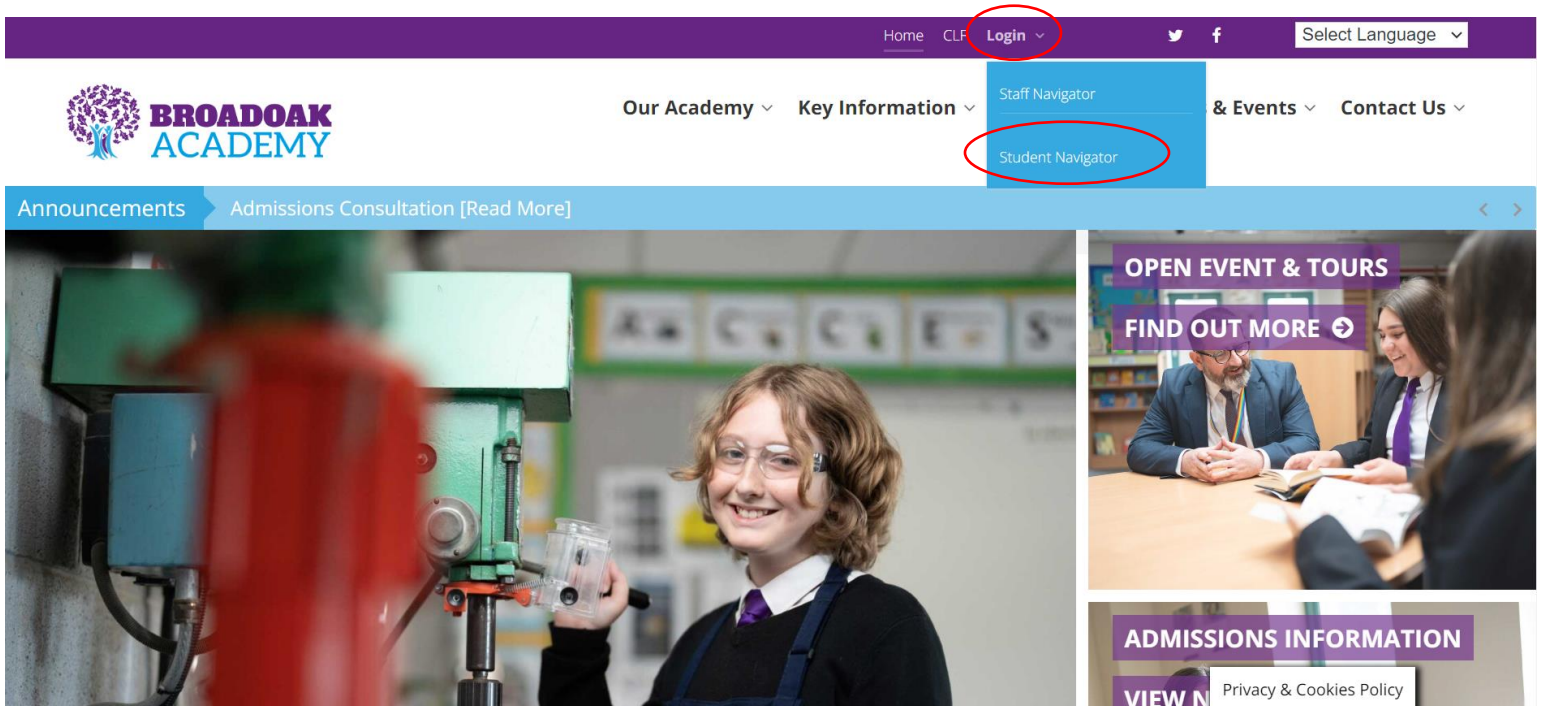


## Here's a quick guide to how to access O365 from home

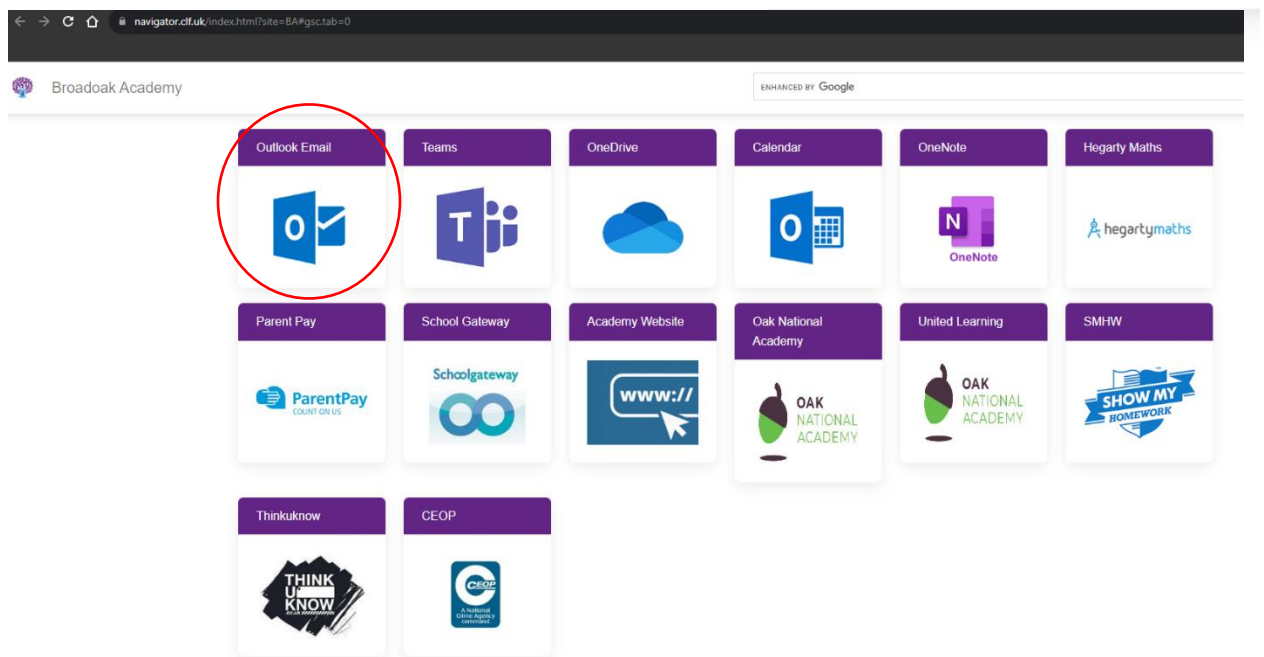
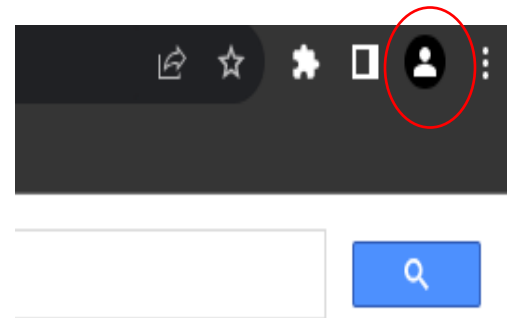
- Go to your browser (Google, Edge, Safari)
- Search for the Broadoak website, then click the top option as highlighted below:

The image shows a Google search for "broadoak academy". The search bar contains "broadoak academy" and the search button is highlighted. Below the search bar, there are tabs for "Images", "Maps", "Videos", "Reviews", "Staff list", "News", "Ranking", "Ofsted", and "Term dates". The search results show "About 438,000 results (0.35 seconds)". The top result is "Broadoak Academy" with the URL "https://broadoakacademy.cif.uk" and a red circle around the title "Broadoak Academy: Welcome to our Academy". Below the title is a snippet: "Welcome. I am delighted to welcome you to Broadoak Academy. Our young people develop in confidence, skills and knowledge, experience, character and ...". There are links for "Term Dates", "Contact Us", "Meet the Team", and "Uniform". To the right of the search results is a detailed view of Broadoak Academy, including a map, photos, and a list of details: "Secondary school in Weston-super-Mare, England", "Website", "Directions", "Save", "Call", "Broadoak Academy is a coeducational secondary school located in Weston-super-Mare, North Somerset, England. Wikipedia", "Address: Windwhistle Rd, Weston-super-Mare BS23 4NP", "Ofsted: Reports", "Number of students: 870 (2017-2018)", "Founded: 1922", "Phone: 01934 422000", "Hours: Open · Closes 5 pm", "Head: Danny McGilloway", "School type: Academy", "Gender: Co-education", "Department for Education URN: 147351 Tables", and "Suggest an edit · Own this business?".

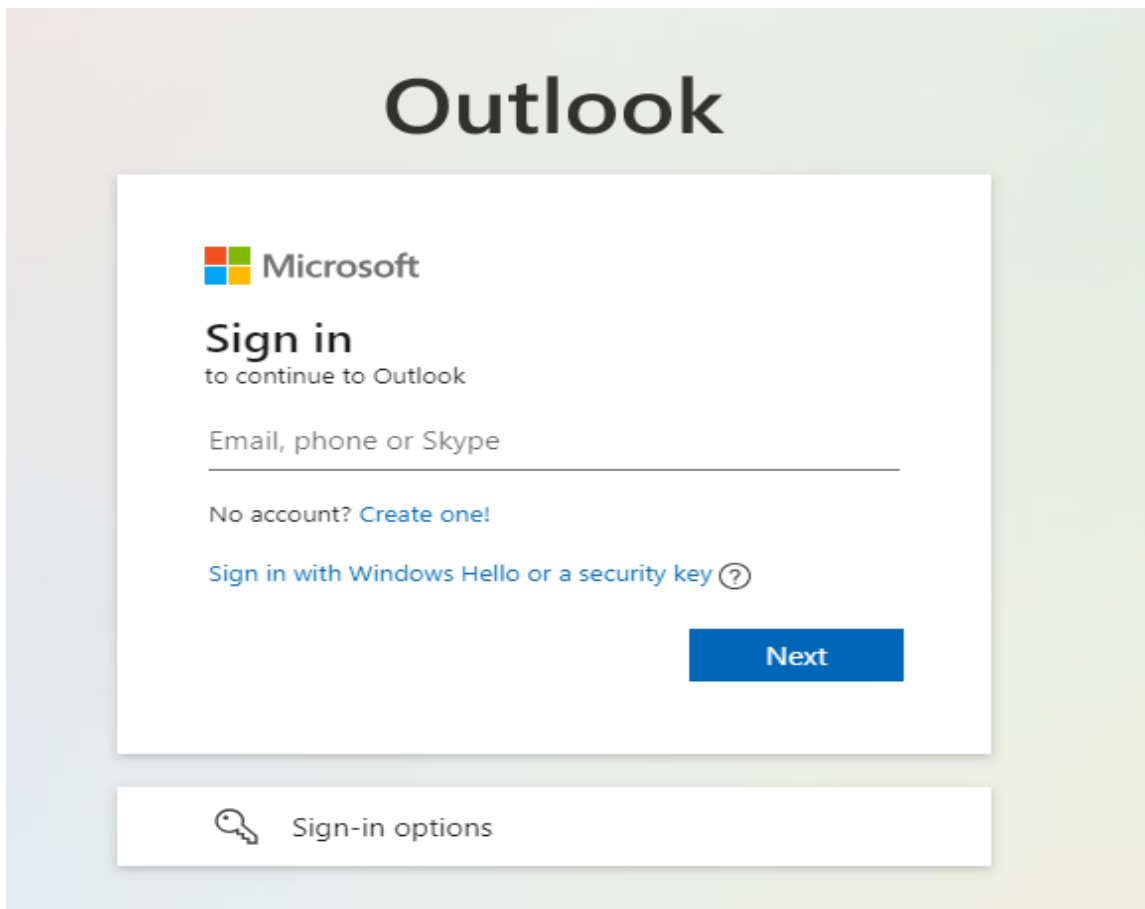
- Then it will take you in to the website where you will be presented with the layout below
- You will then want to click, login at the top and select the student navigator.



- Before you click any of the shortcuts, make sure your school email address is signed into the browser in the top right the blank avatar is or a name.
- Then Click “Outlook Email” to access your emails from your school account which will direct you to O365.



- It should automatically sign you in as you are signed into the browser if not, you will be displayed with the screen below asking for your email and password.
- Please put in your student email address which will be for example, **firstname.surname@ba.clf.uk**
- Followed by your school password if you have forgotten your password. Please phone or email the school to get it resolve. Alternatively, the students can come to the IT office in school, and we can reset it.



If you have any questions or problems, feel free to contact the school's main number 01934 422000 and we can resolve the issue.