HOW TO ACCESS O365 FROM HOME
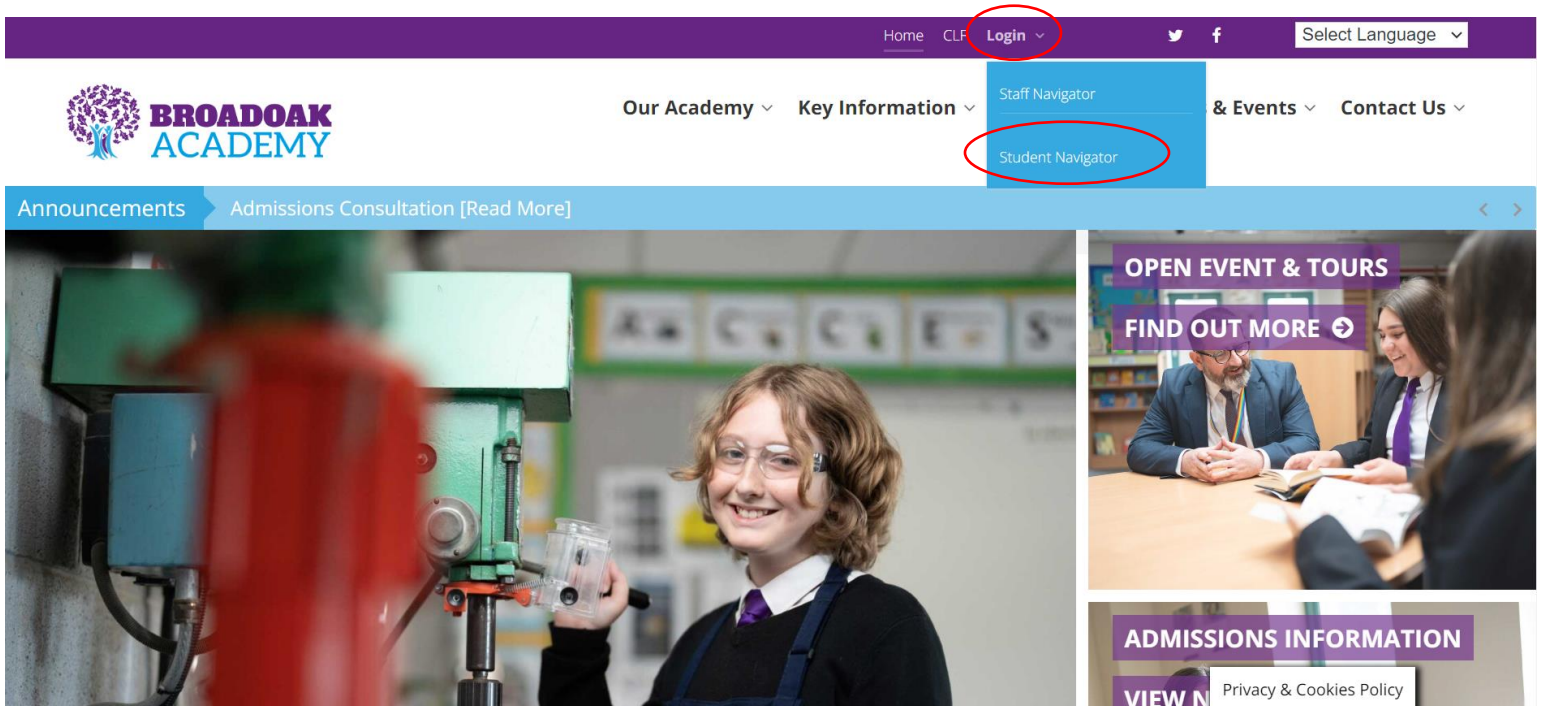
Here's a quick guide to how to access O365 from home
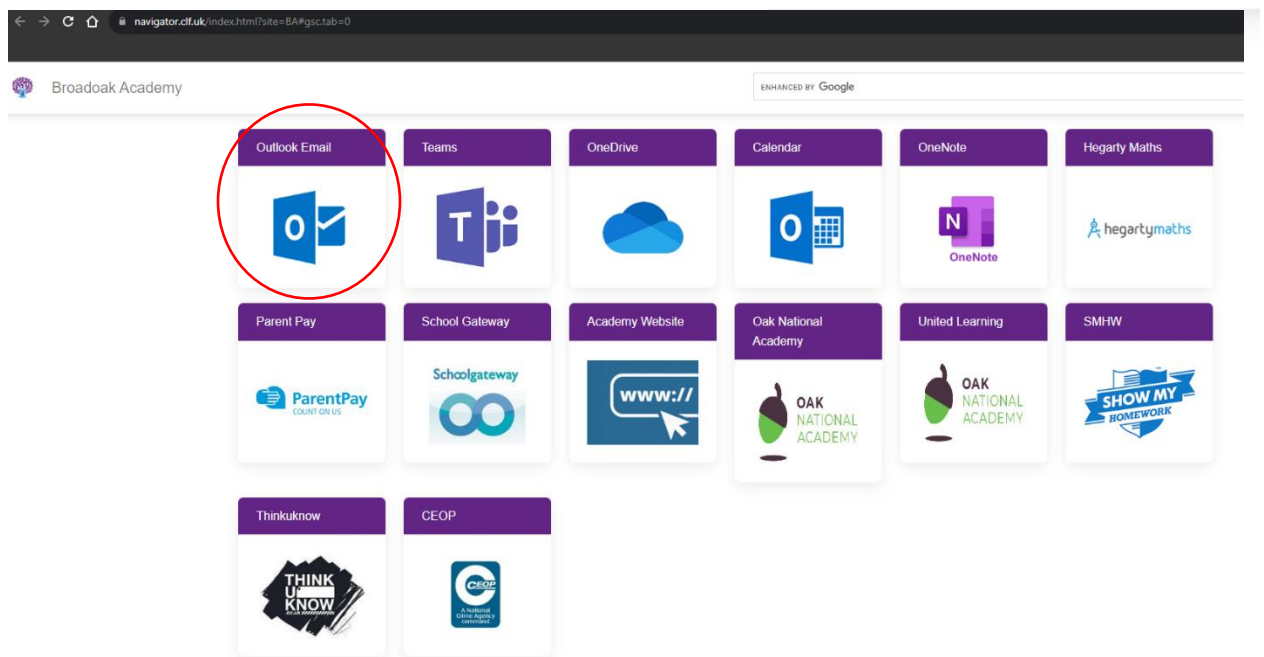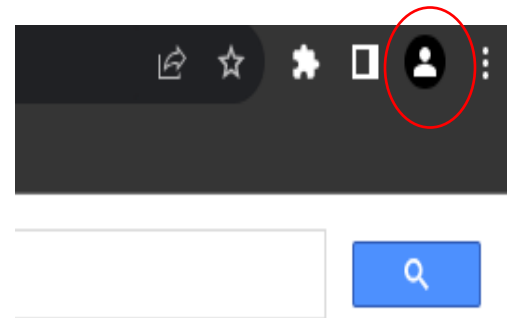
- Go to your browser (Google, Edge, Safari)

- Search for the Broadoak website, then click the top option as highlighted below:

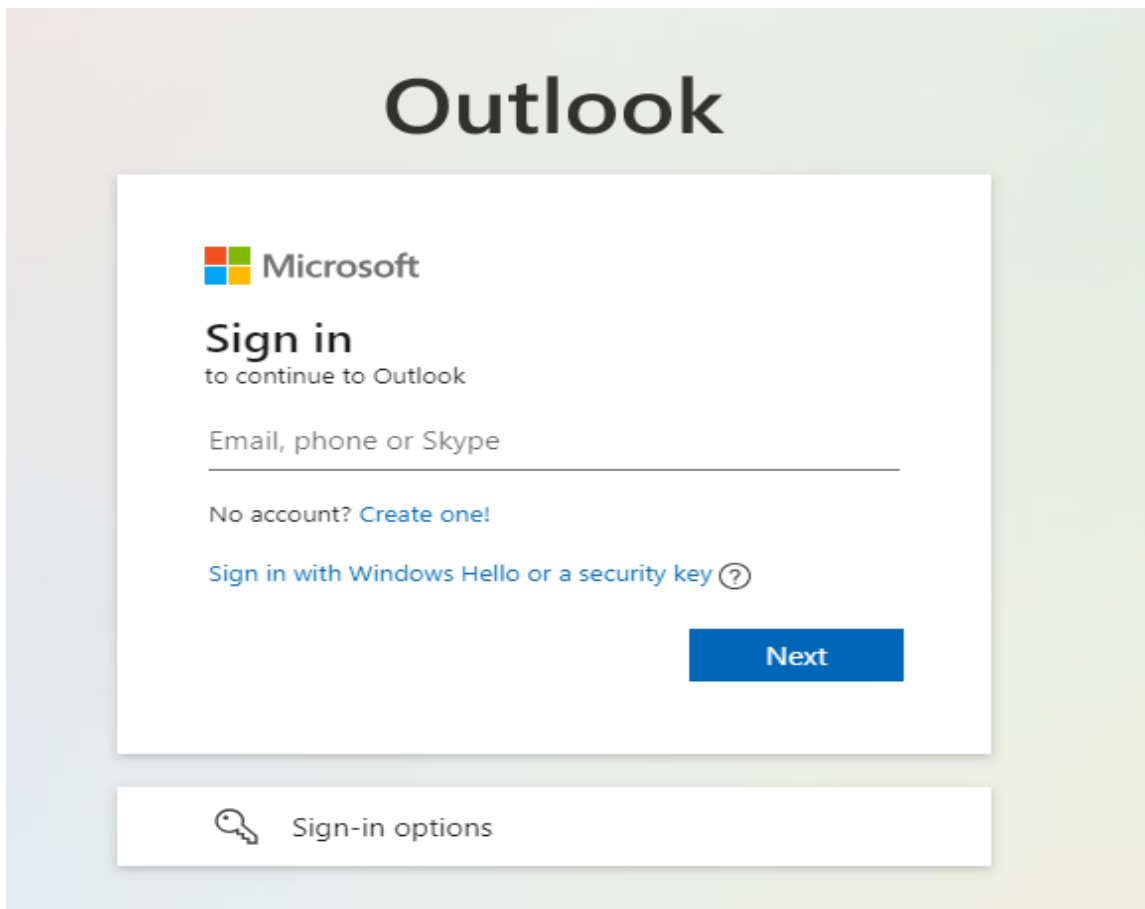- Then it will take you in to the website where you will be presented with the layout below

- 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.

Outlook

Microsoft

Sign in
to continue to Outlook

Email, phone or Skype

No account? Create one!

Sign in with Windows Hello or a security key ⑦

Next

🔑 Sign-in options

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