

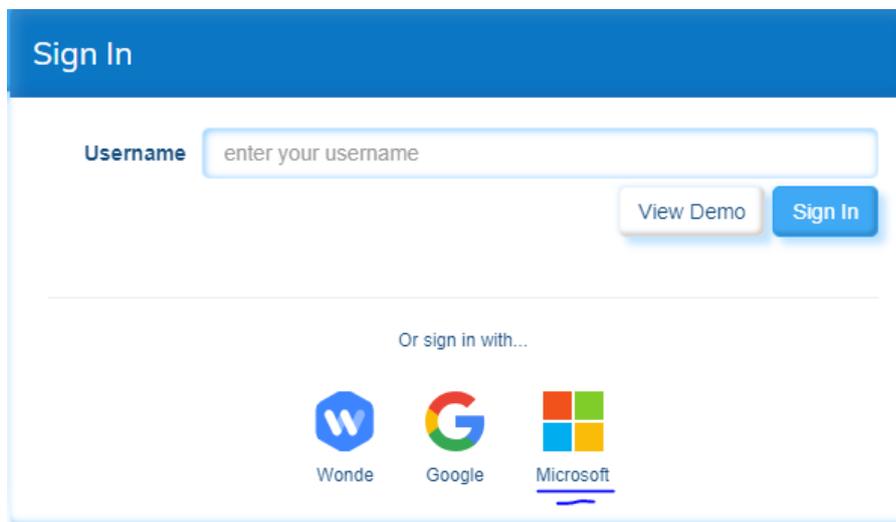
A students guide to accessing school related apps from home

A guide to help students access Synergy, MathsWatch and Seneca from personal devices.

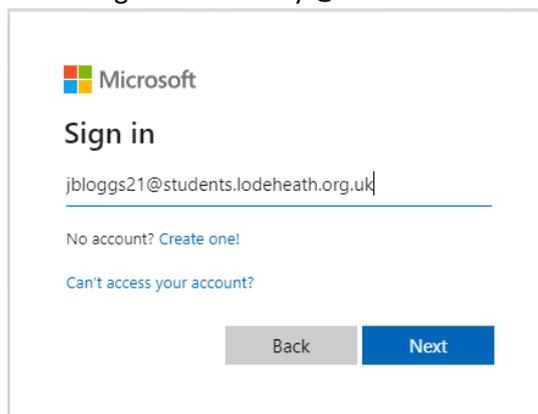
Many of the systems the school uses are linked to Microsoft.

Your school email address is a login to Microsoft, therefore if you are logged in to Microsoft, you are automatically logged in to linked apps. This guide will show you how to make use of this.

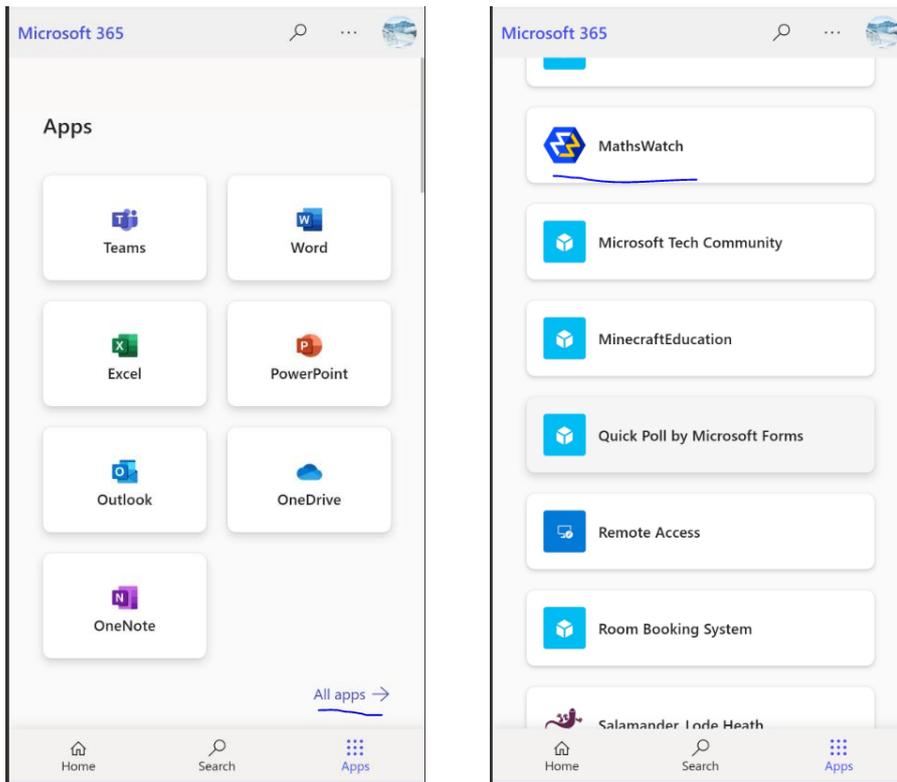
As a rule, if a school related app or website has a Microsoft login button, it will require you to login via the Microsoft button. This example is for MathsWatch:



1. From a web browser, log in to www.office.com using your school email address and the same password you would use to log on to a school computer. Your email address is your school logon followed by @students.lodeheath.org.uk



- Once logged in, go to the Apps section. This will show you at first your Microsoft Apps, so to see more, click on All Apps:



This will show you apps such as Synergy, MathsWatch and Seneca.

- In this example, I will select MathsWatch, but you can do the same for Synergy and Seneca. Click on the app which will open it in a new window. A login box should appear, if not, find the login button and press it. And you should see something like this:

- As you are already logged in to Microsoft, you can simply click on the continue with Microsoft and you will automatically be logged in to without having to enter your username and password again.

If you are doing this from your own device such as your phone, then once you have logged in to office.com once, you won't have to login again for quite a while as it should remember who you are and keep you logged in.

If you are doing this from a shared device, like a home laptop that other family members use, then you might have to "Log in with another account" when accessing www.office.com