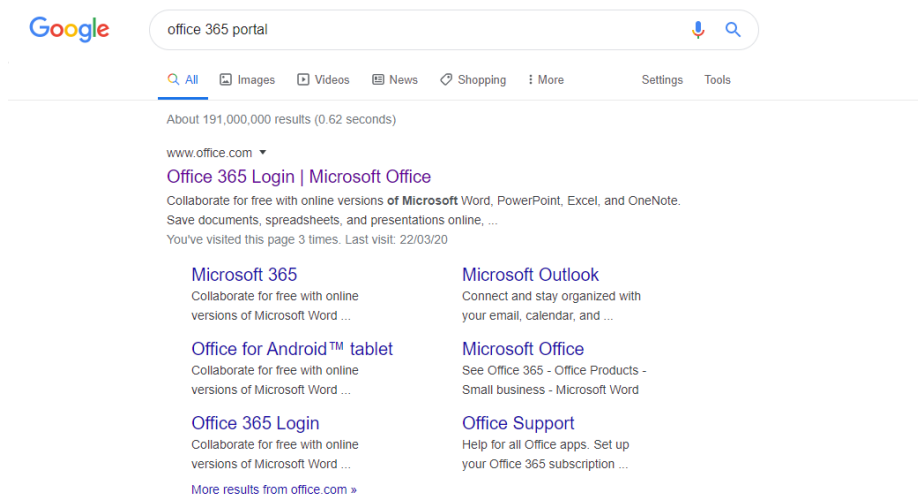
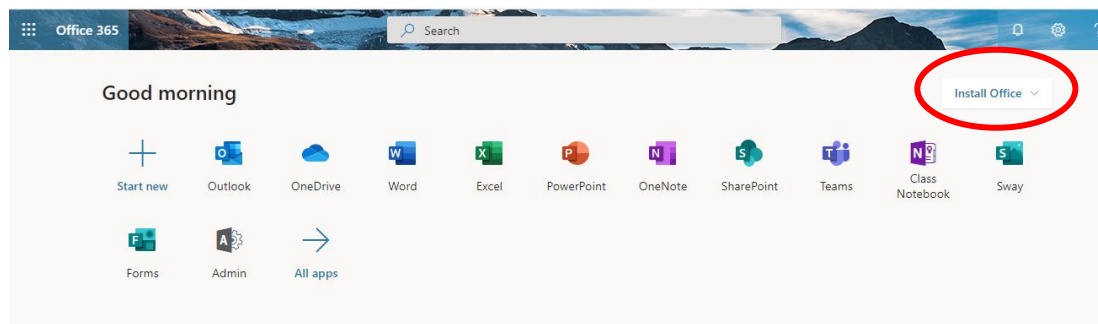


# Accessing School Email and Other Office Products from any Computer

1. Open your web Browser and type “office 365 portal”



2. Click on “office 365 login” and then click on the orange button to “sign in”
3. You then enter your **username (for most students its 3 letters of their first name and then 4 letters of their surname as one word) @chbc.school.nz**
4. Then put in your password (the same one you use to login on to the computers at school)
5. You should see a screen like below (not all the icons will be present below for a student)



6. **Outlook is your email.** Onedrive is an online store space in “the cloud” which is a good place to store all your school work as you can access from any computer. You can also download the office products on to your computer at home by clicking on the drop down tab at the top right (circled in red).

Any issues or questions, please email Mrs Franklin ([melissaf@chbc.school.nz](mailto:melissaf@chbc.school.nz)) or Mr Breen ([edb@chbc.school.nz](mailto:edb@chbc.school.nz))