

## How to Login to Office 365 from a Personal Device

1. Open an internet browser.
2. Type <http://portal.microsoftonline.com> into your internet browsers address bar, alternatively you can select the Office 365 login link from our Student Portal or the Student Links page on our school website.
3. You will be directed to the Office 365 login page, it is recommended that you save the login page to favourites for easy access later on.
4. Type your NTSchools email address (firstname.lastname@ntschoools.net) into the email address field, leave the password field empty then press enter or go.
5. You will be directed to another logon page, in the username field type ntschoools\ and your username e.g. (ntschoools\firstname.lastname), in the password field type your ntschoools password then press enter or go.
6. You should now be logged onto your Office 365 account.