⭐ What Is Microsoft 365?

Microsoft 365 is a place online where you can:

- Read your **emails**
- Make **Word**, **PowerPoint**, and **Excel** work
- Save your school work in **OneDrive**
- Find shared school files in **SharePoint**

You can use it on any device with the internet.

🚪 How to Log In

1. Go to **https://portal.office.com**
2. Type in your school email address. It looks like:
    - **firstname.lastname@chcacademy.co.uk**
3. Type in your school password.

🧰 Office Apps

You will see apps like:

- **Outlook** – for your emails
- **OneDrive** – where your work is saved
- **Word** – to write documents
- **PowerPoint** – to make presentations
- **Excel** – to make tables and charts
- **SharePoint** – to find shared school files

You can click any app to open it.

📧 Emails (Outlook)

Click the **Outlook** button to read and send emails.

☁️ OneDrive

OneDrive is your personal online folder. It keeps all the work you save on school computers.

You can open your files from anywhere.

🗂️ SharePoint

SharePoint is where you can find shared school files, like:

- Class resources
- School documents
- Shared folders