

# School Email Account, MS Teams and MS Office Online



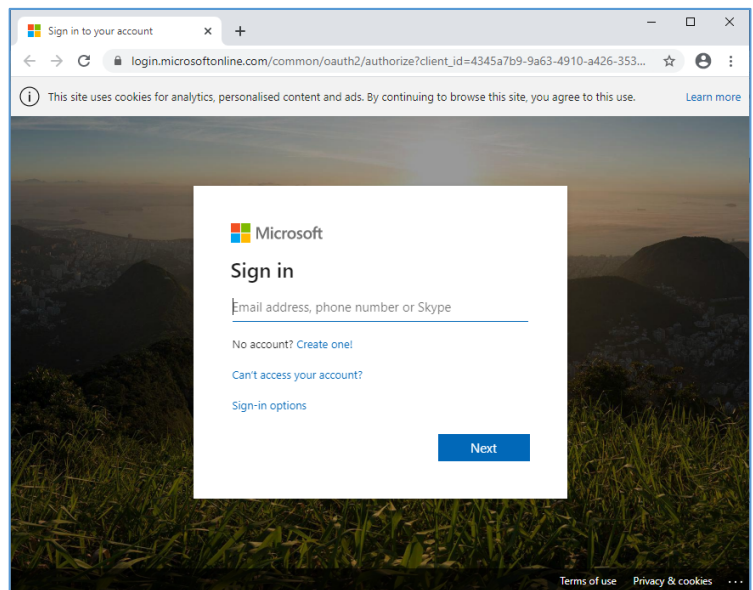
All students can access their school email and use MS Office products online by using Office 365 <https://login.microsoftonline.com>

The username to login is their normal school network username followed by  
[@cardinal-heenan.org.uk](mailto:15smithj@cardinal-heenan.org.uk)

For example, if a username is  
**15smithj**

...then the login would be  
**15smithj@cardinal-heenan.org.uk**

The password is their **normal school network password**.



When logged in, they will see that they have access to free online versions of;

- Outlook (for email)
- Word
- PowerPoint
- Excel



**Students may also be able to use 'Teams' in Office 365. This is where teachers can create classes of students. A student may find themselves automatically added to a class (team) as another avenue for teachers to share resources and offer feedback.**