



Your son/ward has free access to the Microsoft Office 365 Suite for his duration of study in Blackrock College. Students and teachers use the Microsoft Office 365 suite for communication, collaboration, and learning.

With tools like PowerPoint, Teams, OneNote, and OneDrive students and teachers can collaborate on work, complete group projects, and share content with each other.

Your son/ward can access Office 365 on any device (e.g. student device, a personal computer, or a mobile phone via apps).

Access Office 365 either directly or through the College website:

**Directly:**

- (a) Type [office.com](https://office.com) in a browser address bar and click Enter.
- (b) Select the orange **Sign in** button.
- (c) Enter in the student **email address**. Select **next**.
- (d) On the next screen enter the student password.
- (e) Click the Sign in button.
- (f) Office 365 will open.



**Go via the College website:**

- (a) Blackrock College website link: [www.blackrockcollege.com](http://www.blackrockcollege.com)
- (b) Click on the **Office365** link on the top-right menu bar.



- (c) Under 'Sign in' enter in the student email address.
- (d) On the next screen enter the student password.
- (e) Click the Sign in button.
- (f) Office 365 will open.