

Dear Students & Parents

We are in the process of issuing new MS Office logins to every student in the school. Each student will receive a sticker with their log in details. See example below

A.Person201 wBjCq23\$&	The email address for this person is <a href="mailto:A.Person201@fingalcc.ie">A.Person201@fingalcc.ie</a> And their password is wBjCq23\$& The password is case sensitive.
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**Step 1**

- Open any MS apps you might have on your device.
- Log out if necessary
- You may need to delete your account

Apps you may have include

- Outlook
- Teams
- Lens
- Word
- Powerpoint

**Step 2**

- Open any browsers you may have used to access your school email/teams in the pass
- Go to [www.office.com](http://www.office.com) on each browser
- Log out if necessary (you may need to delete your account)

Browsers you may have on your device include

- Internet Explorer
- Google Chrome
- Safari
- Silk

**It is important that you sign out of MS Office and any MS Apps on all devices to avoid any confusion.**

**Step 3**

- Using your browser visit [www.office.com](http://www.office.com)
- Log in using the details on your sticker (remember to add @fingalcc.ie to the end of your username)
- Go to settings
- Change your password to something more memorable

**Step 4**

- Download MS Teams and any other apps your teachers have asked you to get
- Log in using the same details as above



Many students have a VPN on their phone to hide their IP address. This must be disabled or Microsoft won't allow a sign in.