Logging into Office.com

In your browser type in [Office.com](https://www.office.com/) you will be better using Chrome or Edge as your browser.



Click sign in.

Enter your log in details: firstname.surname@essexacl.ac.uk

 Password: Learn200

The first time you sign in you will be asked to change your password to something more memorable



You will then be asked to put in a mobile phone number or email address. This is used to help you if you need to reset your password.

 You are now logged in and can see all the Office.com online resources you have access to.



If you are using a mobile device or tablet. You can go to your app store and download the apps for these resources.

Your account remains active for 2 months after you have completed your learning with ACL.