

1 Sign in to Office365

You can sign in to Office 365 on your computer by opening a web browser and going to portal.tcat.education,

Sign in with your organizational account

 Keep me signed in

[Can't access your account?](#)

Use your child's email address and password supplied

Outlook® Web App

Choose your preferred display language and home time zone below.

Language:

Time zone:

Next, choose the location and time zone that are correct for your location from the dropdown lists, and click next. This may not appear if you have logged in at school previously.



You will then be presented with your personal area, starting with your welcome page.

From here you can go direct to any of the online Office 365 applications.

The top bar contains links to your various facilities;

Outlook (email), Calendar, People, Teams, OneDrive (*documents folder*), OneNote etc.