

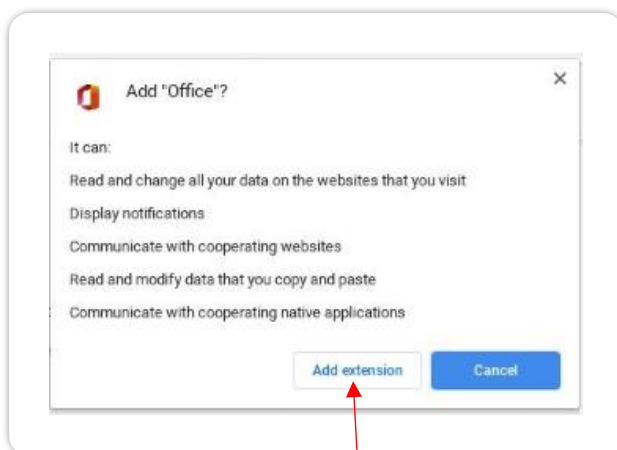
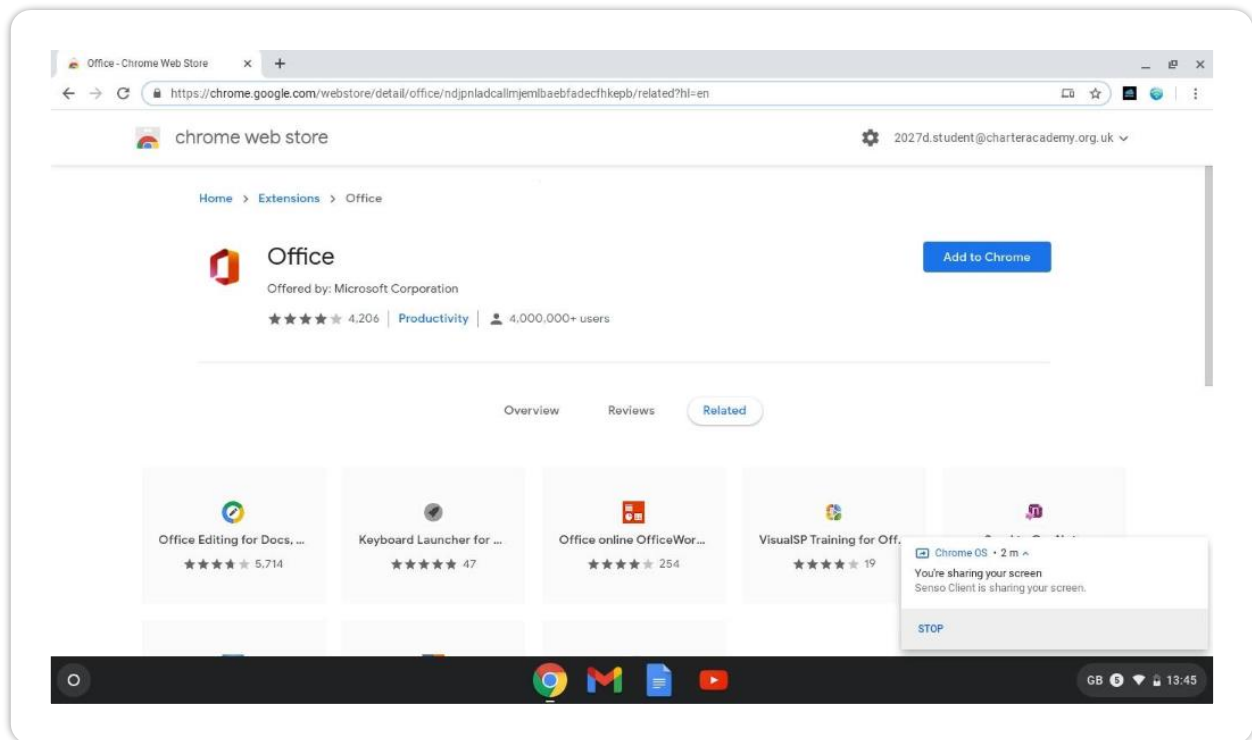
## User guide

- Click on the following Chrome Web Store link

[Office - Chrome Web Store \(google.com\)](https://chrome.google.com/webstore/detail/office/ndjpnladcallmjembbaebfadecfhkep?hl=en)

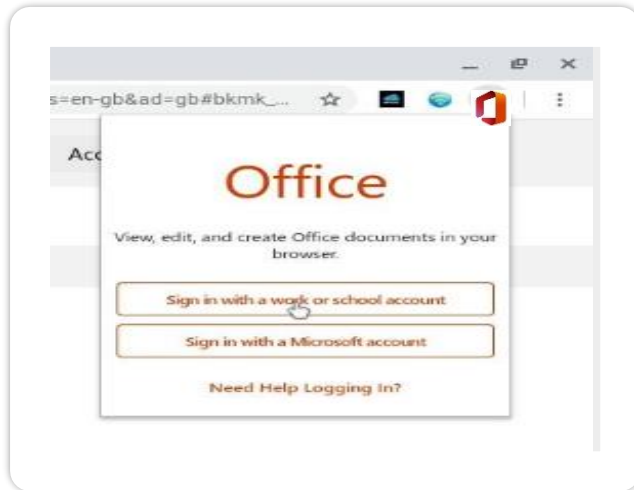
(<https://chrome.google.com/webstore/detail/office/ndjpnladcallmjembbaebfadecfhkep?hl=en>)

- When the Chrome web stores Office extension page opens click on the button



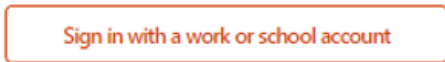
- then click on the Add extension button

## User guide

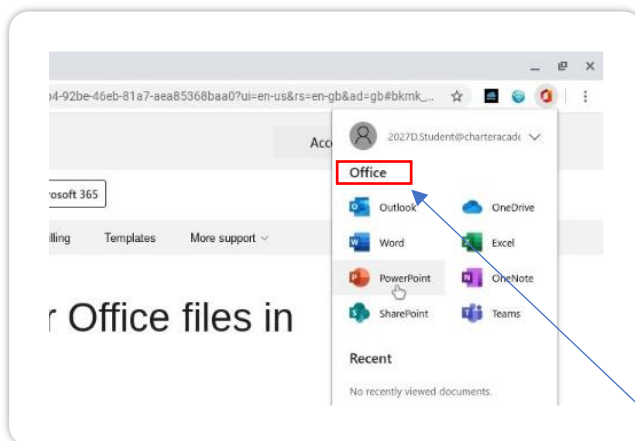


- Once the Office Extension has been added you will be prompted to sign in:

Please use the following option



You will then be automatically logged into your Charter Academy O365 account



- From the Office Chrome Extension you will then be able to access your School email account and other O365 applications and files

- If you click on the word "Office" it will take you to your O365 landing page shown below

