



# Accessing Email/OneDrive

1. Type in URL **https://login.microsoftonline.com**



Sign in

No account? [Create one!](#)

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

[Sign-in options](#)

2. Type your email address  
(This is the same username you use to log on to the network (e.g jsmith19) followed by @lathom.lancs.sch.uk)



←

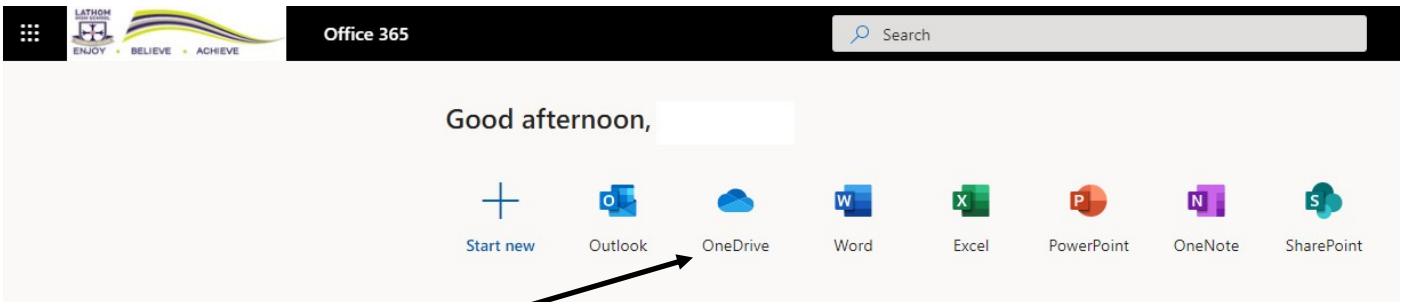
Enter password

[Forgot my password](#)

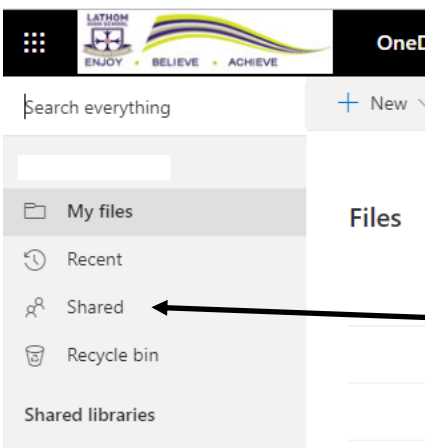
3. Type your network password  
(The password you use to access the computers in school)

# HOW TO ACCESS ONEDRIVE

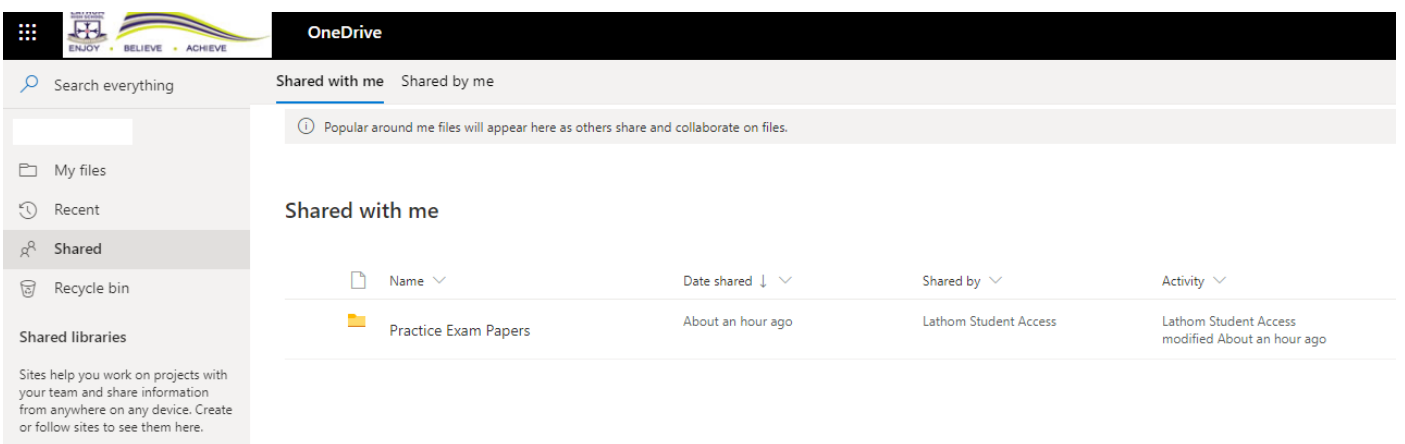
1. Log on to your school email from either the school website or <https://www.office.com>



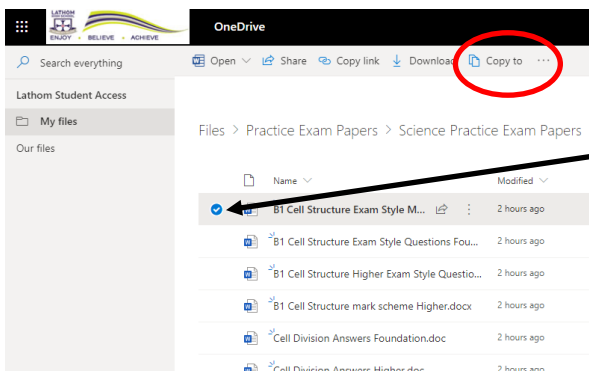
2. Select 'OneDrive'



3. Select 'Shared'



4. You will now see what folders and documents have been shared for you to access



5. Select document you wish to use and click **'Copy to'**

### Copy 1 item

B1 Cell Structure Exam Style Mark Sch...

#### Places

Choose a destination

OneDrive - Lathom Student Access

**Your OneDrive**

Lathom High School  
You haven't followed any sites yet.

[Browse sites](#)

6. Select **'Your One Drive'**

Science

7. Create a folder of the subject

Copy here

8. Select **'Copy here'**

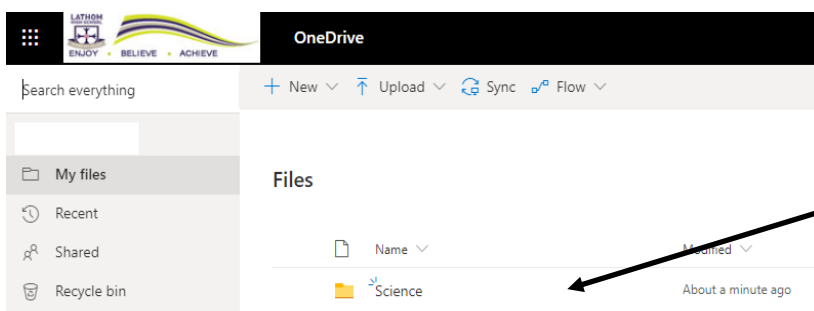
Office 365 →

### Apps

- Outlook
- OneDrive
- Word
- Excel
- PowerPoint
- OneNote
- SharePoint
- Teams

[All apps](#) →

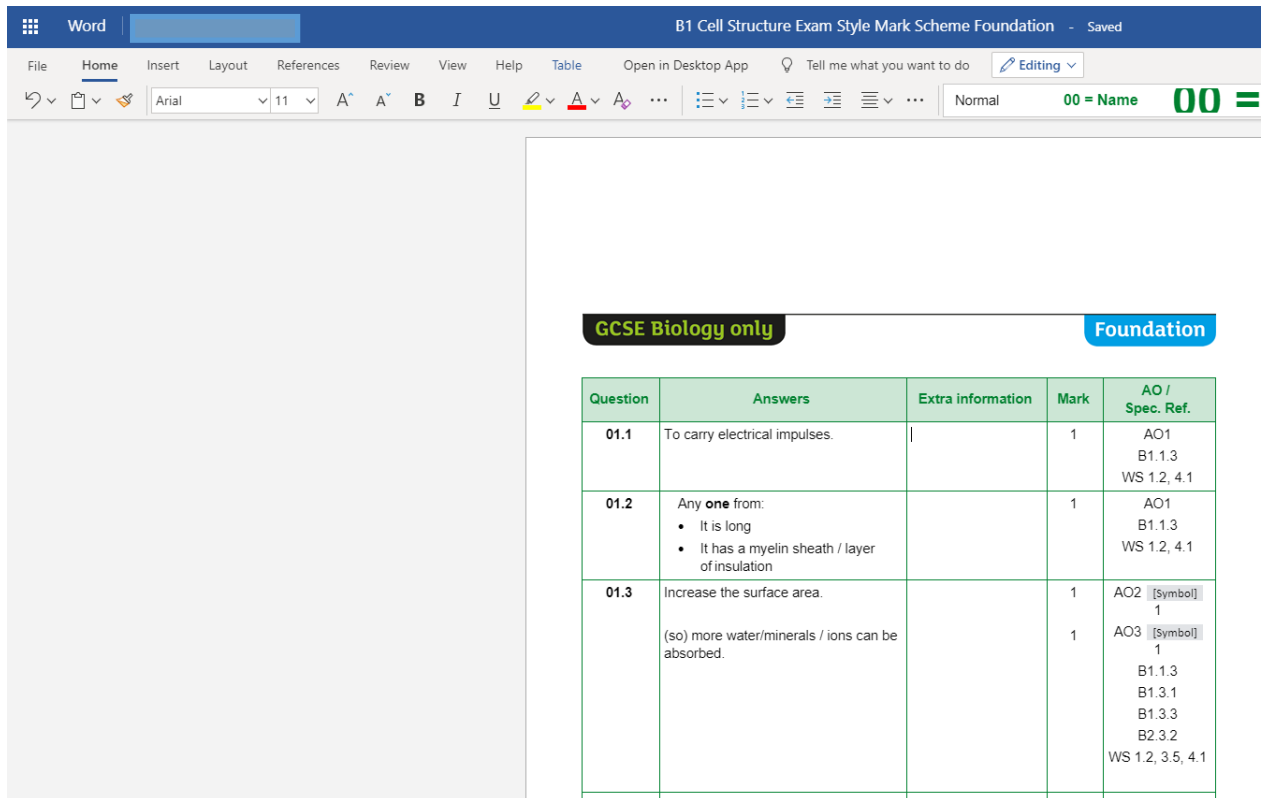
9. Select **'OneDrive'**



10. You should now be able to see the folder you created and the document you saved.

11. You can now open the document and edit it online.

12. It will now save in your 'OneDrive' area



The screenshot shows a Microsoft Word document titled "B1 Cell Structure Exam Style Mark Scheme Foundation - Saved". The ribbon is set to "Home" with font settings for Arial, size 11. The document content includes a header with "GCSE Biology only" and "Foundation". Below this is a table with the following structure:

Question	Answers	Extra information	Mark	AO / Spec. Ref.
01.1	To carry electrical impulses.		1	AO1 B1.1.3 WS 1.2, 4.1
01.2	Any <b>one</b> from: <ul style="list-style-type: none"><li>It is long</li><li>It has a myelin sheath / layer of insulation</li></ul>		1	AO1 B1.1.3 WS 1.2, 4.1
01.3	Increase the surface area.  (so) more water/minerals / ions can be absorbed.		1  1	AO2 [Symbol] 1 AO3 [Symbol] 1 B1.1.3 B1.3.1 B1.3.3 B2.3.2 WS 1.2, 3.5, 4.1