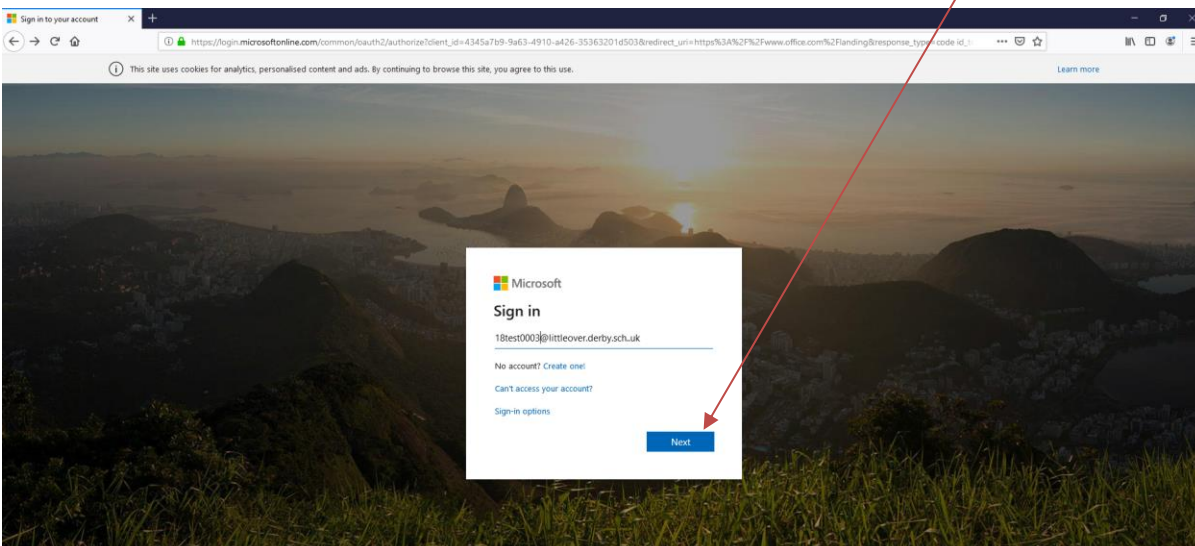# LCS:ICT Support>

Microsoft Excel Online

Instructions
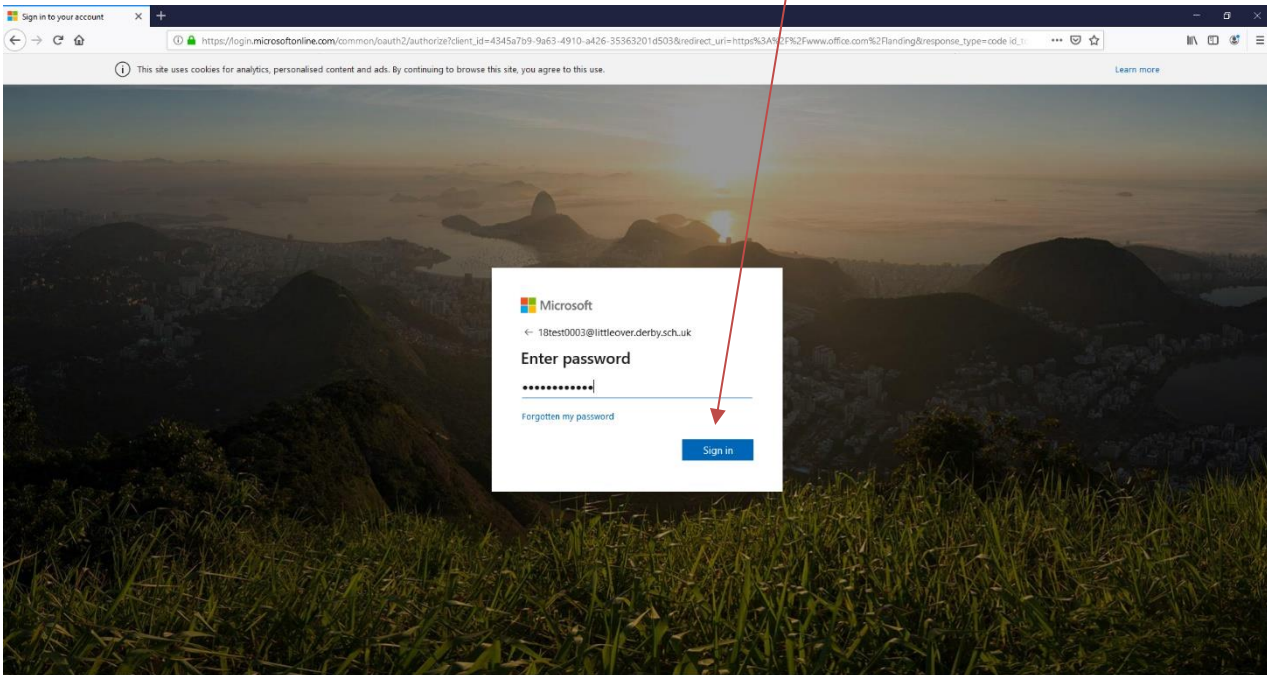
Accessing Excel Online

You can access "Excel Online" by going to **my.littleover.derby.sch.uk** through your internet browser and clicking on the **Excel Online** tile.

Once the page loads you will need to enter your school email address and click **next**.

After doing this you will need to enter your password and click **Sign In**. This is the same password you use to sign in to the school computers.

You should now have access to Excel Online.