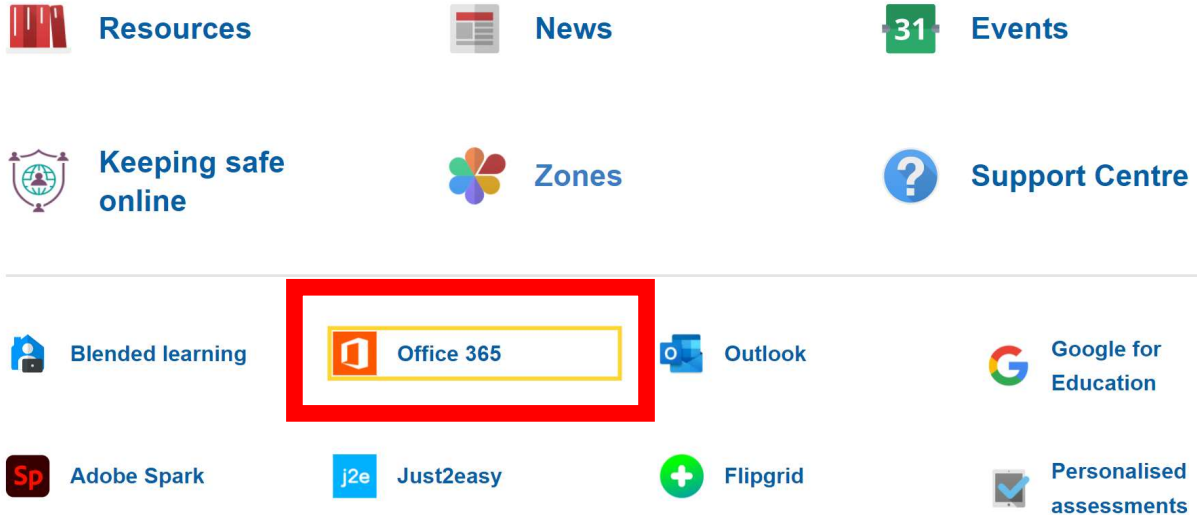


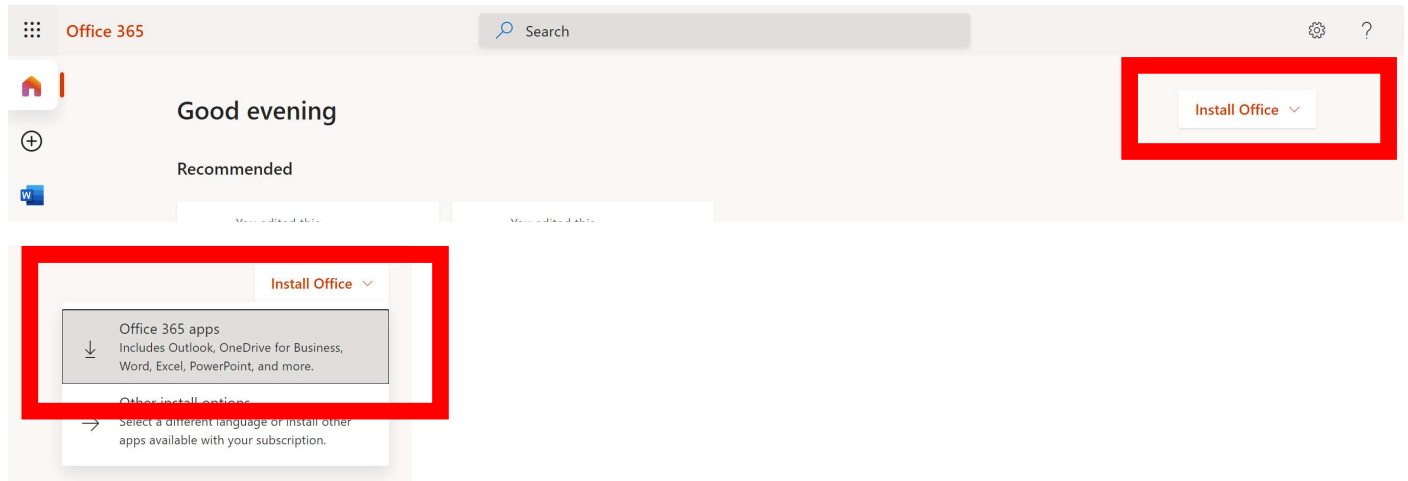
# Pupil and Parent Help Sheet

## Accessing Office 365 and downloading the Microsoft Office Licence

1. Pupils will need to log into Hwb (<https://hwb.gov.wales>)
2. If you don't know your Hwb details, please email [ybbitsupport@npt.school](mailto:ybbitsupport@npt.school)
3. Find the app Office 365



4. Find the Install Office and click to run



**OR - Pupils have access to all the online apps on Hwb to complete work.**

