

How to access your UCS College Group M365 student account and online apps

Go to the login portal

1. Go to <https://office.com/> and select either of the 'Sign in' buttons (as seen below)



2. Sign in with your UCS College Group Microsoft 365 account. This requires your student email address. This will be in the format 'YourStudentID@ucscollegegroup.ac.uk'. *Example 'BLO12345679@ucscollegegroup.ac.uk'.*

Your Student ID is your username and the beginning of your email address – you can find this printed on your ID card.

A screenshot of the Microsoft Sign in page. It features the Microsoft logo at the top left. The heading is 'Sign in'. Below it is a text input field containing the email address 'BLO12345679@ucscollegegroup.ac.uk'. There are two links: 'No account? Create one!' and 'Can't access your account?'. A blue 'Next' button is at the bottom right. At the bottom, there is a 'Sign-in options' section with a magnifying glass icon.

Microsoft

Sign in

BLO12345679@ucscollegegroup.ac.uk

No account? [Create one!](#)

Can't access your account?

Next

Sign-in options

3. Enter your password. Your initial password when you first login to your UCS College Group IT account, will be your date of birth in the format 'DDMMYY'. For example, if you were born 1st September 2008, this would be '010908'.

Upon the first login, you will be prompted to update your password.

A screenshot of the Microsoft Enter password page. It features the Microsoft logo at the top left. Below it is a back arrow and the email address 'blo12345679@ucscollegegroup.ac.uk'. The heading is 'Enter password'. Below it is a text input field labeled 'Password'. There is a link: 'Forgot my password'. A blue 'Sign in' button is at the bottom right. At the bottom, there is a footer: 'Login to Bridgwater and Taunton College'.

Microsoft

← blo12345679@ucscollegegroup.ac.uk

Enter password

Password

[Forgot my password](#)

Sign in

Login to Bridgwater and Taunton College

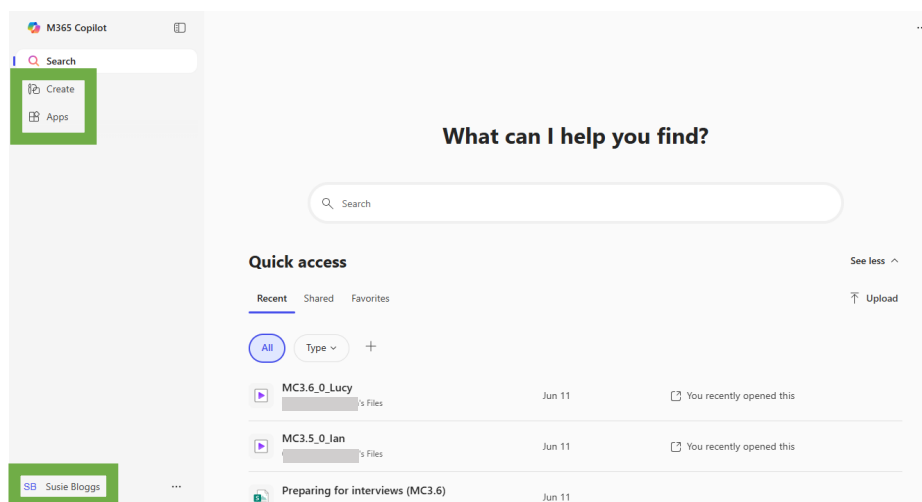
Access the M365 web apps

With your UCS College Group Microsoft 365 student account license, you are able to use key apps online, and also able to download and install M365 on up to 5 devices.

Homepage after login

The homepage loads to the Search feature by default, which provides a way to search for your content across M365.

- Click 'Create' on the left to begin creating files straight away, or click 'Apps' to explore which are available.
- Click your name to view your account, your Microsoft 365 profile, or sign out.



The apps page & the ellipsis

The apps page offers you an entry point into using the web apps of M365 – click 'All apps' to see more.

You can 'Install apps' to download them onto your personal computer or laptop (up to 5 devices) for free while you study with us. Find the install button at the top-right.

The ellipsis opens another menu, which links to 'Settings' – update your language and region, choose 'light' or 'dark' mode. Here, you can also find 'Help' and a link to download the M365 Copilot mobile app (formerly known as 'the office app'), to use your student Microsoft account on your device, for free.

