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.

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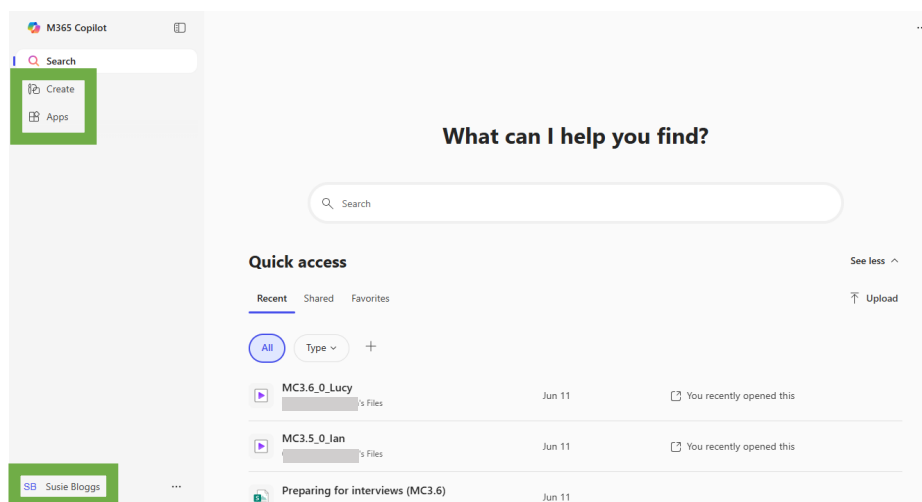   Upon the first login, you will be prompted to update your password.

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.