CCHS – How to Log into……

Office 365 including OneNote

Click here to login to the CCHS Office 365 Account

Alternatively - Go to www.countyhigh.org.uk   Click on the Student drop-down menu and select CCHS Office 365

Login as follows: username@countyhigh.co.uk

YEAR 9 to 13 – the 'username' is the student's normal network username in the format – [YY]surnamefirstinitial
YEAR 7 and YEAR 8 - the 'username' is in the format: CCH[YY]SurnameFirstinitial@countyhigh.co.uk
[YY] is the last two digits of the year that they joined or would have joined when they were in Year 7

School Year 2023/24

	[YY]
Year 7	23
Year 8	22
Year 9	21
Year 10	20
Year 11	19
Year 12	18
Year 13	17

Example:

'Example Student' in Year 7 or Year 8
CCH23studente@countyhigh.co.uk

'Example Student' in Year 98
22studente@countyhigh.co.uk

Password = The initial password is 'Password11' – students will be prompted to change this when they first login.
They will need to remember their new password and keep it private.
Our IT Technicians can reset this in school if it is forgotten

IF YOU DON'T HAVE OFFICE ON YOUR COMPUTER OR LAPTOP

To install office on to your laptop with all its functionality then follow the instructions below.
Your laptop will need to be running Windows 7 or Windows 10.

Download Office 365 to your home computer
On the main Office 365 page, select the 'Install Office' button (top right-hand corner) and follow the instructions

Students can access their Computer Science OneNote documents by clicking the OneNote icon from the Office 365 homepage.

Using One Drive
From the + New document you have 3 options:
1. Create a folder
2. Upload an existing file
3. Create a document using Microsoft web apps these include Word, Excel and PowerPoint

The documents will save automatically when making edits to them online.
To save the document back to your computer go to file save as and download copy of this document to computer.
A dialog box is displayed to save file choose save as from the drop down menu next to Save and save to your preferred location.

NB. Students also have a network username (CCH[YY]SurnameFirstinitial) and password, which they use to log into windows-based computers in school. These are different to their Office credentials (if they change their network password this will not update their Office password and visa-versa).

Essentially students have separate usernames and passwords for Google Suite; Office 365 and Windows computers in school.