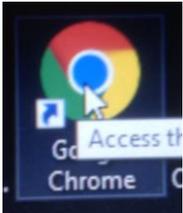


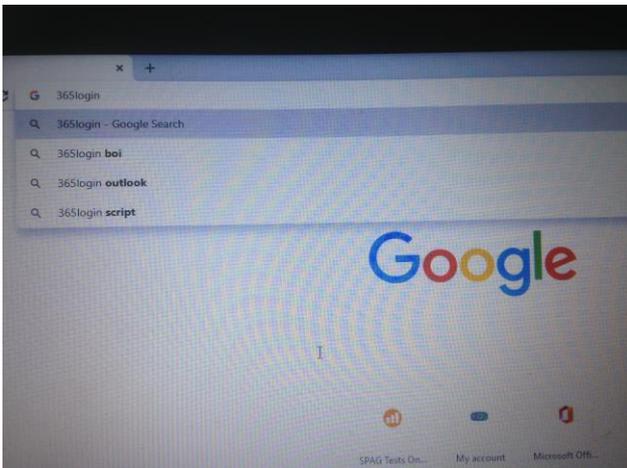
Home learning – instructions for logging in to Office 365 and Teams

To log in to Microsoft Office 365

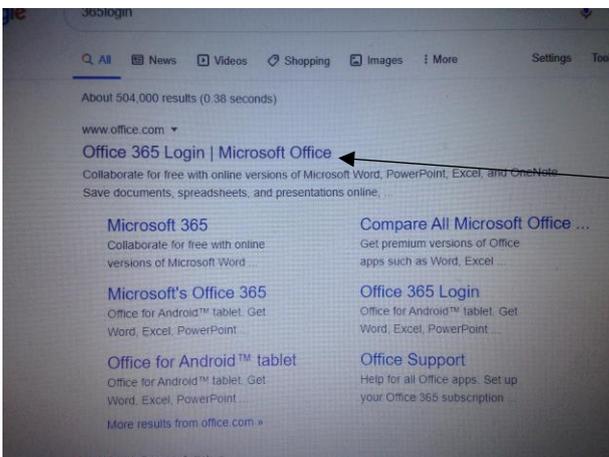
Click on your web browser. This is google chrome but it doesn't have to be.



Type "365 login" into the search engine.



And click on Office 365 Login. Microsoft Office.

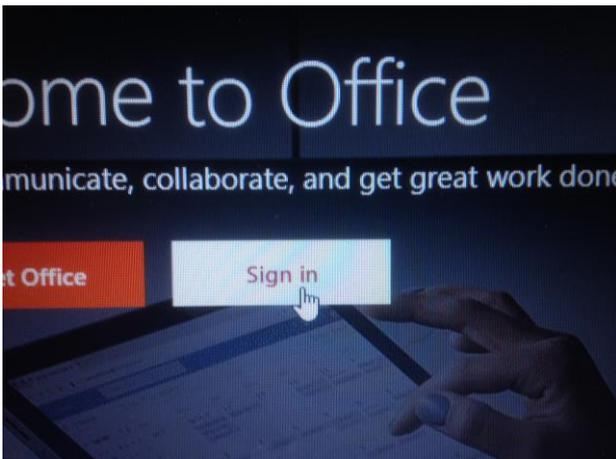


Usually the top one. However if you look you can see office for android etc.

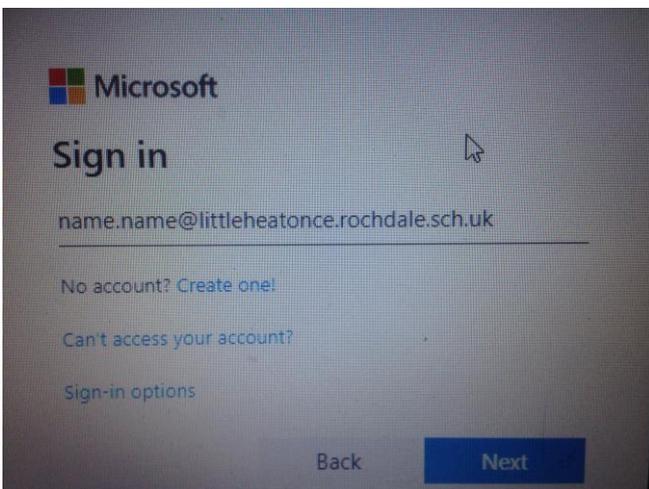
You will not see the welcome page.



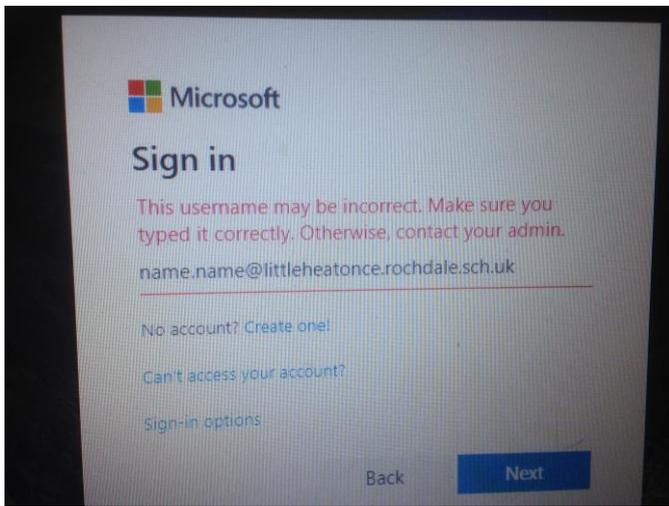
Click Sign in.



Type your name very carefully making sure @littleheatonce.rochdale.sch.uk is typed perfectly with no spaces or capital letters.

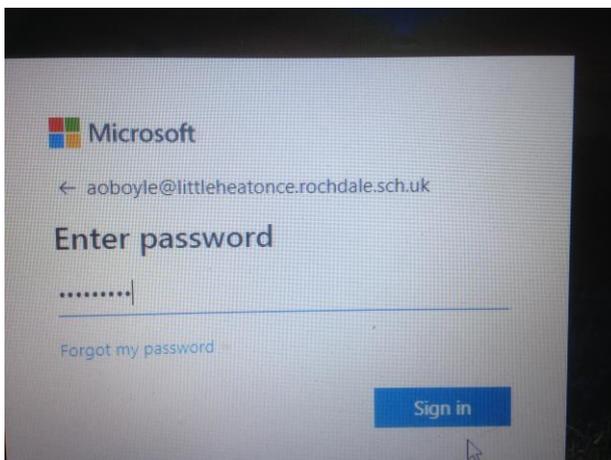


Now if you get this message stop and check very carefully you have spelt everything correctly. If you have done, do not keep trying or it will lock you out. Contact me aoboyle@littleheatonce.rochdale.sch.uk who will pass on your details to our technical team.



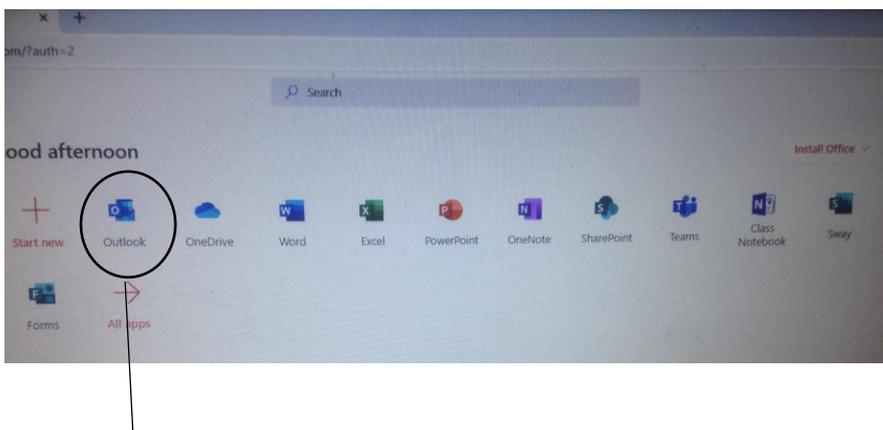
Now as you can see I've written "name.name" and that is why I got this message. Please remember it is not name.name, but **your** first name.second name!

Now enter your secret password. For Year R – Y1-Y2-Y3-Y4 with have set your password so keep it safe and don't tell anybody it. Year 5 & 6 set personal passwords which they have all remembered so well done. If you do forget your password please don't think you're in trouble, we can sort it out.



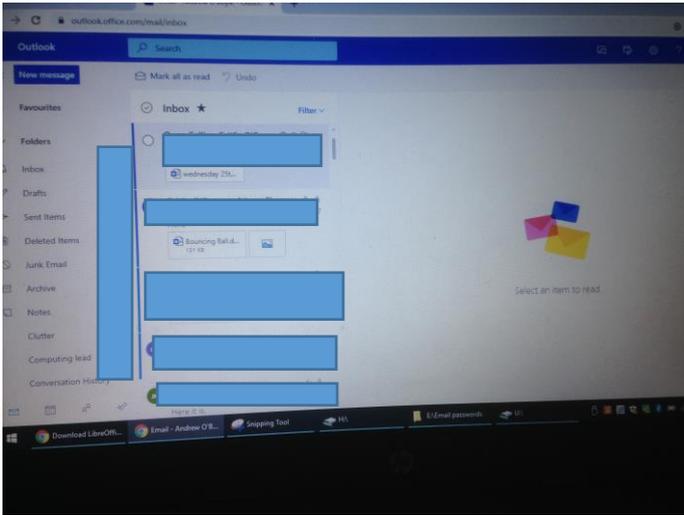
Click sign in. Again if there is an error message stop and clear it and carefully type it out again. If this doesn't work, stop and contact the address above.

Hopefully you get to see this!



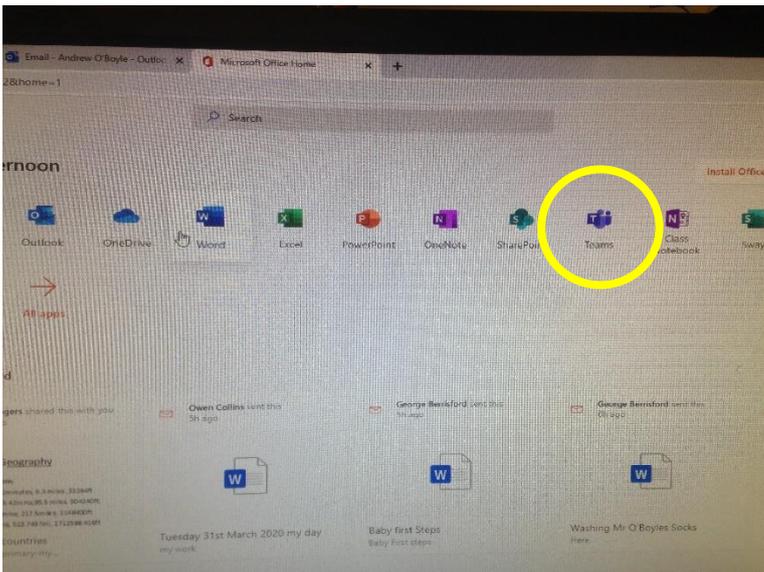
We are only using Outlook. However you should have a play around with all the other stuff on here. It is all free for you as the school has paid for it.

Your emails will be here

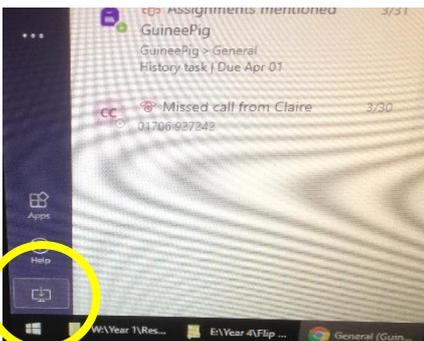


To Access “Teams”

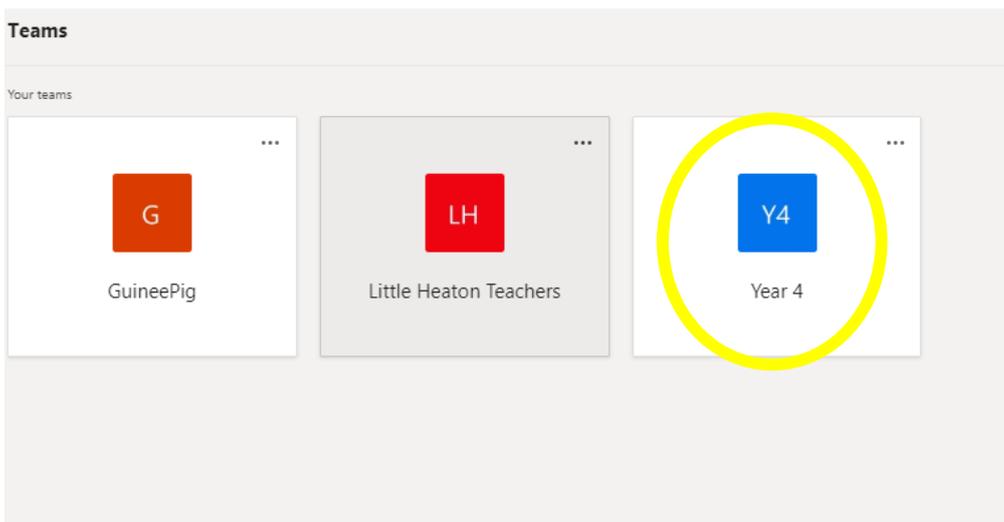
Open apps page and find Teams



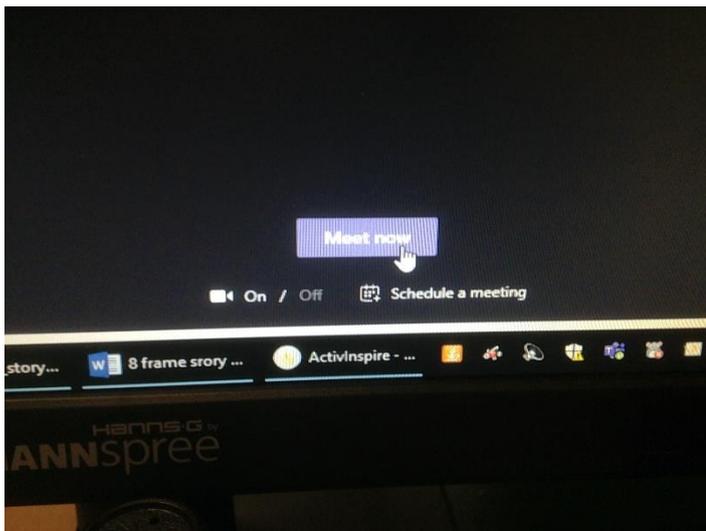
If you are using it for the first time - Click download at the bottom left



Run it and you should see your class (Year 4 used as an example). The others are groups that have been set up and as you are enrolled in other teams, such as choir or Computing Team, those teams will show up on this page. For now it should be your class.



Then when we are all ready and we can set a time we can start a meeting!



Only members of the team can join in so it makes it a very safe learning platform, however there is a code we all must follow when using the platform.