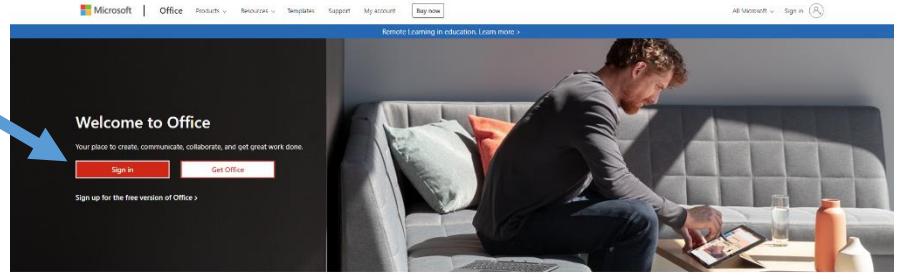


Instruction for setting up Office 365 Accounts.

To log in please go to <https://www.office.com>

Please click on the orange 'sign in' button and log in with your details supplied.



Sign in to use your favorite productivity apps from any device



The username is email address you will be messaged separately in a text message (although it may have capital letters in it...this part is not case sensitive). Please note that it may not be exactly the same initials as your child's name included in the email address...however, it will still work.

The password supplied **IS** case sensitive.

When you log in for the first time, it asks you to update your password. Please ensure you make this memorable and keep it in a safe place.

The password should contain a capital letter and some numbers.

Although school can arrange it to be reset through our IT engineers...it will inevitably take time.

Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

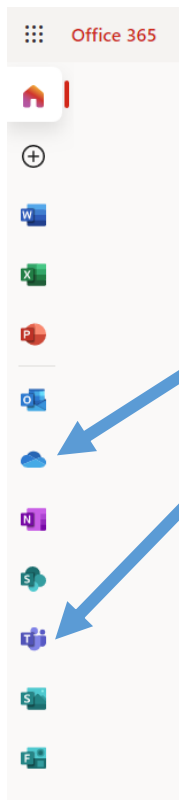
Current password

New password

Confirm password

Sign in

Once logged in it will show you a greeting page. Down the left hand side you will see:



Here you can access the majority of Microsoft software you will be familiar with...Word, Excel, PowerPoint, Outlook (email) etc. This allows you to use the online versions.

It also gives you a OneDrive Account where any work or documents can be saved.

We will be using Teams when communicating between Home and School during periods of isolation. Staff are currently receiving training in this and should be fully up to speed by the end of November. Staff will be going through this with the children in school also.

If you have any problems setting up your account, please contact the school office for any help.

admin@strettonsugwas.hereford.sch.uk

admin@burghill.hereford.sch.uk

The school's Remote Learning Policy can be found on the school's website under 'Curriculum' and 'Policies'.