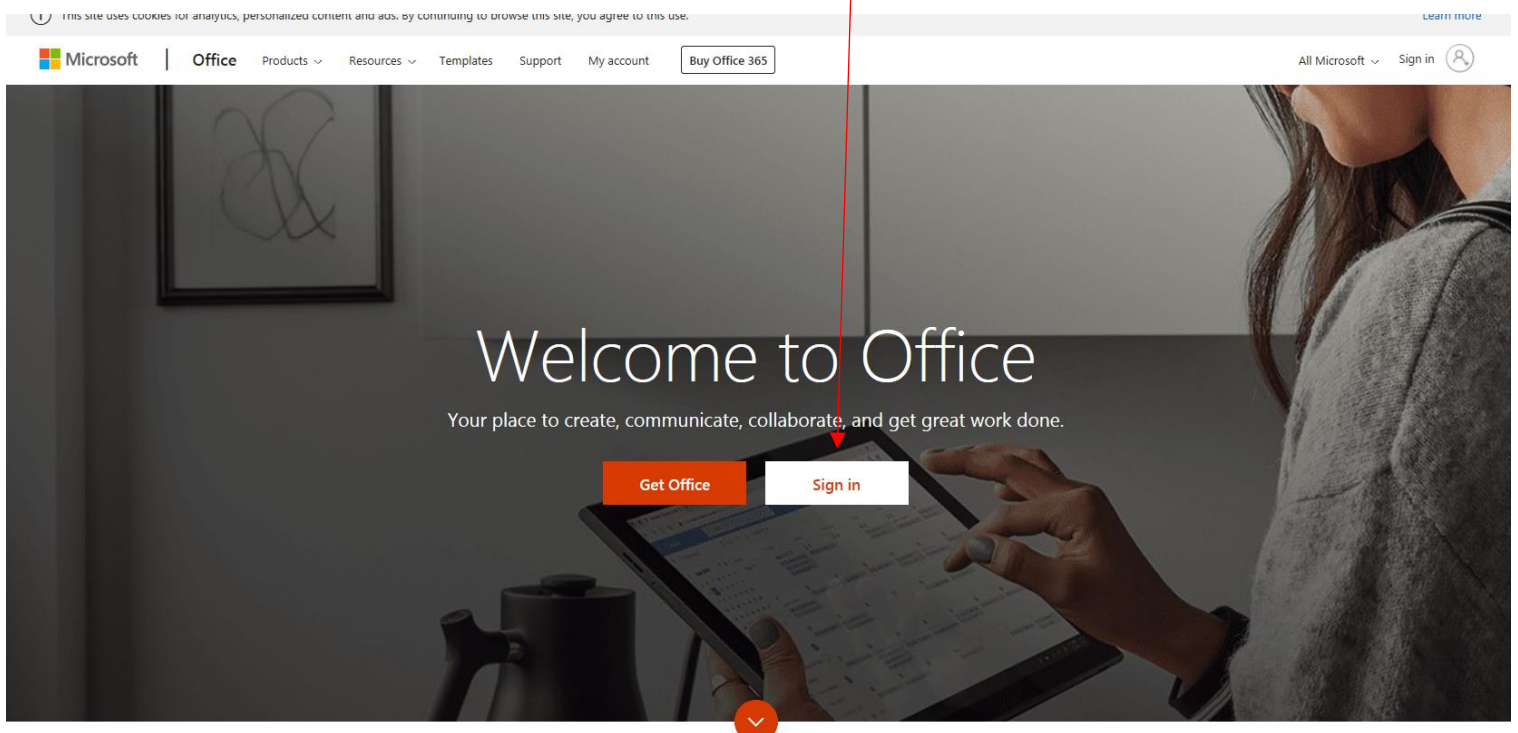## How to Log in to Outlook 365

Outlook 365 is accessible on the Kingstone Academy Trust school website as shown below. At the top of the page on the right hand side you will see an icon called **RESOURCES.** You can also google Outlook 365



**KINGSTONE ACADEMY TRUST**

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**+ RESOURCES**
OUTLOOK 365
PARENT PAY
LANGUAGES ONLINE
EDMODO
PEARSON ACTIVE LEARN
GO 4 SCHOOLS
SAM LEARNING

Achieving Success Together

Click onto OUTLOOK 365 where it will load a separate page as shown below. Once the page has loaded, click onto **SIGN IN**



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Microsoft | Office  Products ⌄  Resources ⌄  Templates  Support  My account  Buy Office 365     All Microsoft ⌄  Sign in

# Welcome to Office

Your place to create, communicate, collaborate, and get great work done.

Get Office     Sign in

Once you have clicked onto sign in, you will then be required to input your school email address as below.
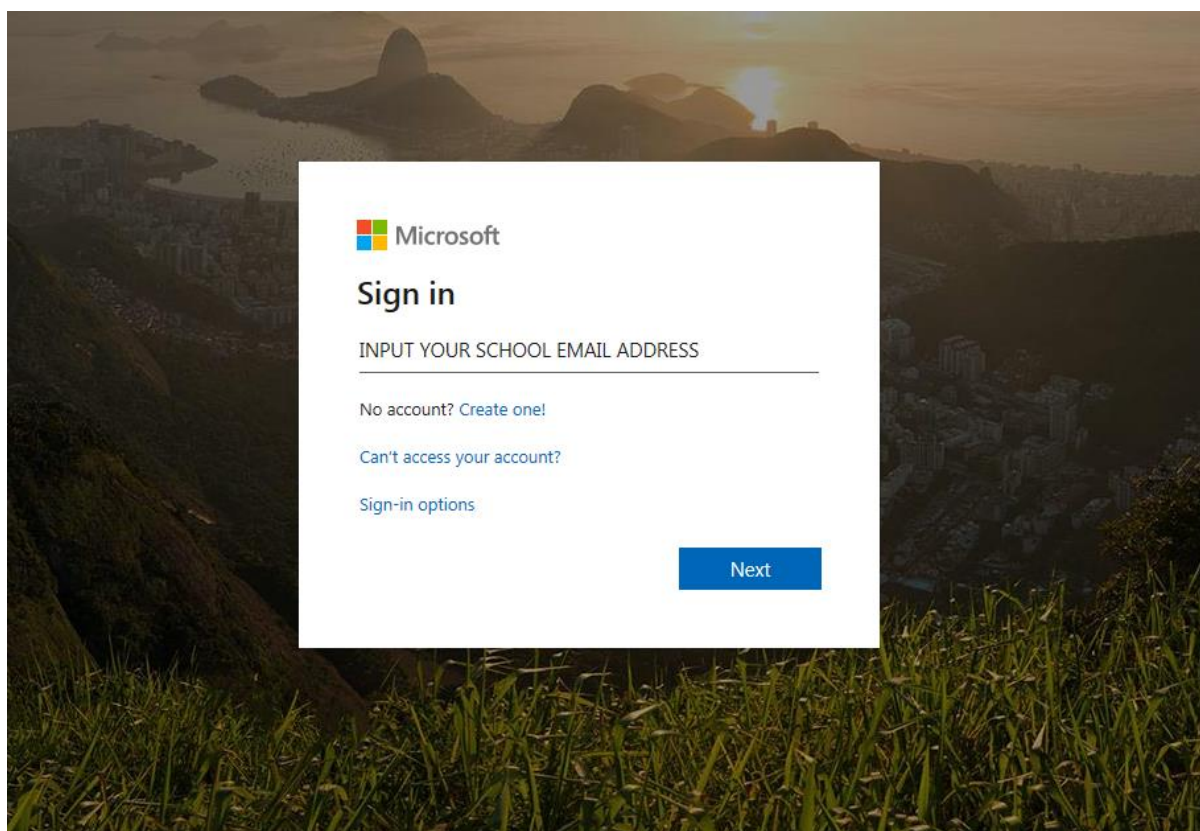


**Your school email address will be the same log in and password in which you use to log on to the system in school**. This will be your first initial, surname, year you are due to leave school and followed by '@kingstoneacademy.co.uk'. Please see example below.

BSmith23@kingstoneacademy.co.uk

Your password will be the same password in which you use to log onto your account in school. If you cannot remember your password this can be reset by any member of staff.

Once logged onto Office 365 you will have free access to Microsoft Office such as; Word, Excel, and Publisher to complete your work.

## To access work which has been set per subject please see instructions below:

In 365 load up Teams by clicking on the icon on the left hand sign of the screen. Teams is the one with a T on it.
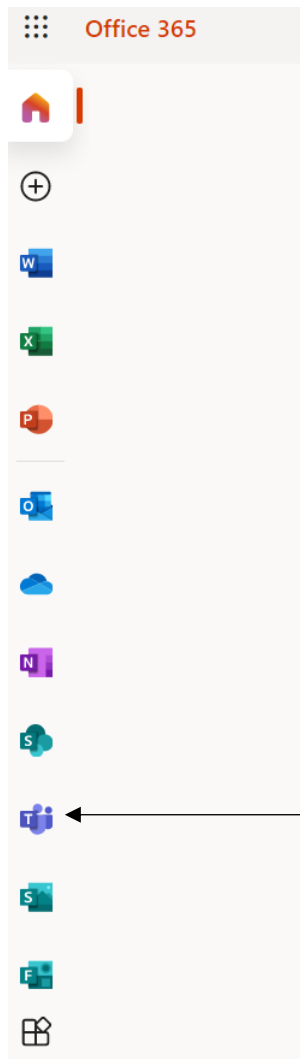


You will see you will be in a class for each subject like below. Click on one.
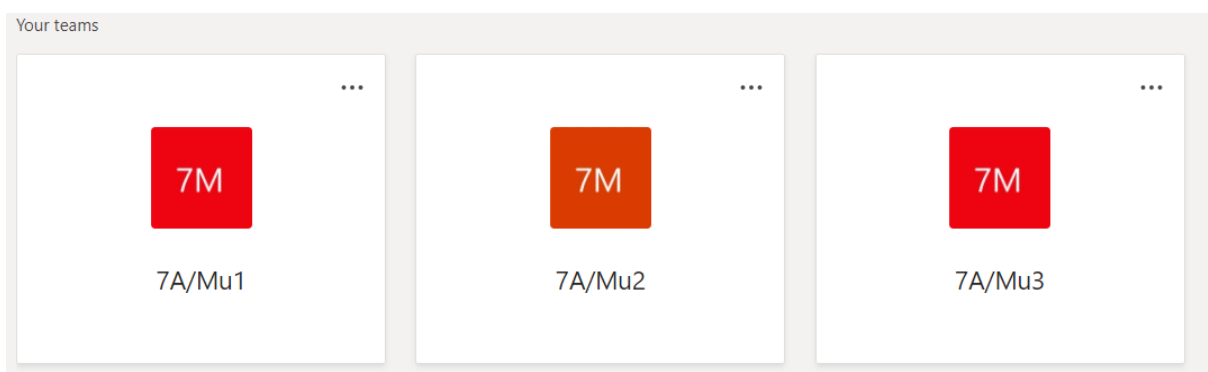
You can ask questions in the post section.  All your work will be set in the assignments section.  This can be accessed by clicking the assignments tab and clicking on the assignment set.

**General**  Posts  Files  Class Notebook  Assignments  Grades  +

All work is completed online, unless it says so.  Resources uploaded by teachers are set for pupils to edit their own version of.  It will automatically save as you do the work.  When completed click 'hand in'.  If you have anything extra you want to submit click 'add work' and upload it before clicking 'hand in'.

Accessing Live Lessons

Some lessons are providing live sessions.  The live lessons will be set up as a meeting.  If there is a live lesson for a subject you will be invited to attend by the teacher who will set up the meeting given you the time and date.  The invitation will also appear in the post feed like this example below.

Yr 11 GCSE Music Meeting
Monday, January 25, 2021 @ 9:00 AM

To join the meeting you can click on the three dots in the feed notification, click details and then click join.  Do this a minute or so before it starts.

If you can't find it in the feed, click calendar on the left hand side of the screen.  Find where the meeting is, right click on it and click join online.

Once you have joined you will be admitted into the meeting by the teacher.  You may have to wait a little before admitted.  You must turn off your camera.  You will need working sound in order to hear.  If you are asked to say anything you can either use your mic or the chat function.