

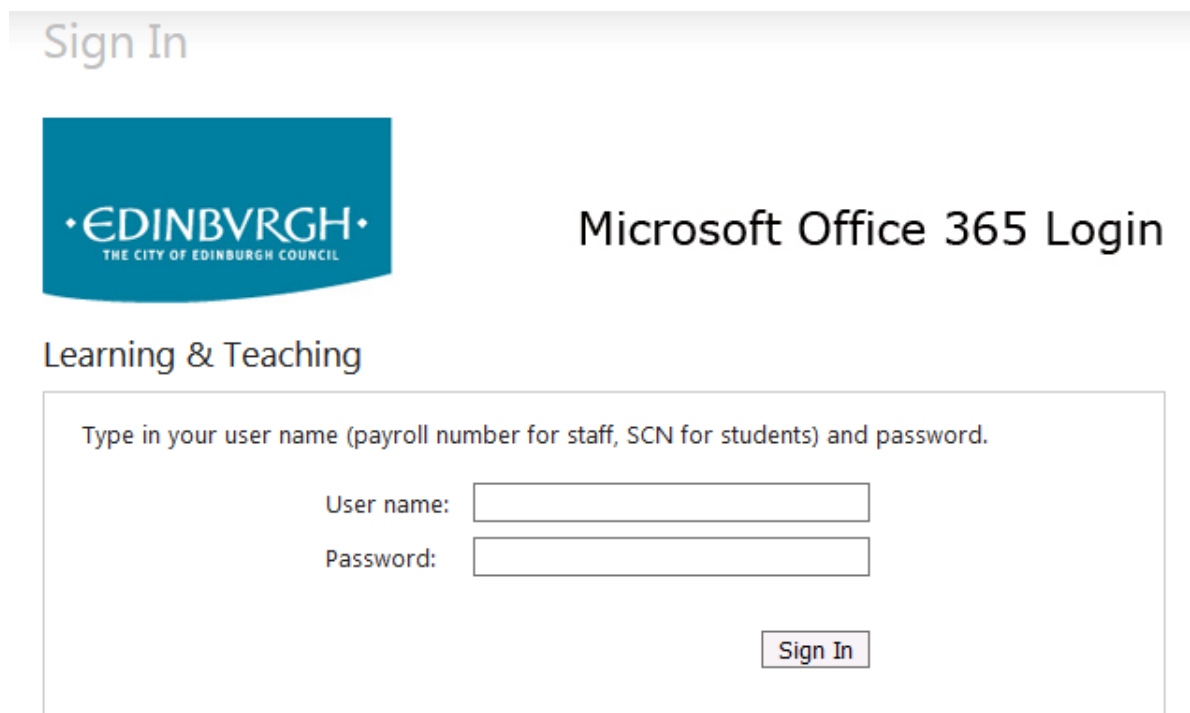
Accessing Office 365

Microsoft Teams

>If you are using a tablet, you can download the 'Teams' app

>When you first login to the Teams app, you must use yourusername@ea.edin.sch.uk

>If you see a login screen like this just use your number (without @ea.edin.sch.uk) and password



Sign In

• EDINBURGH •
THE CITY OF EDINBURGH COUNCIL

Microsoft Office 365 Login

Learning & Teaching

Type in your user name (payroll number for staff, SCN for students) and password.

User name:

Password:

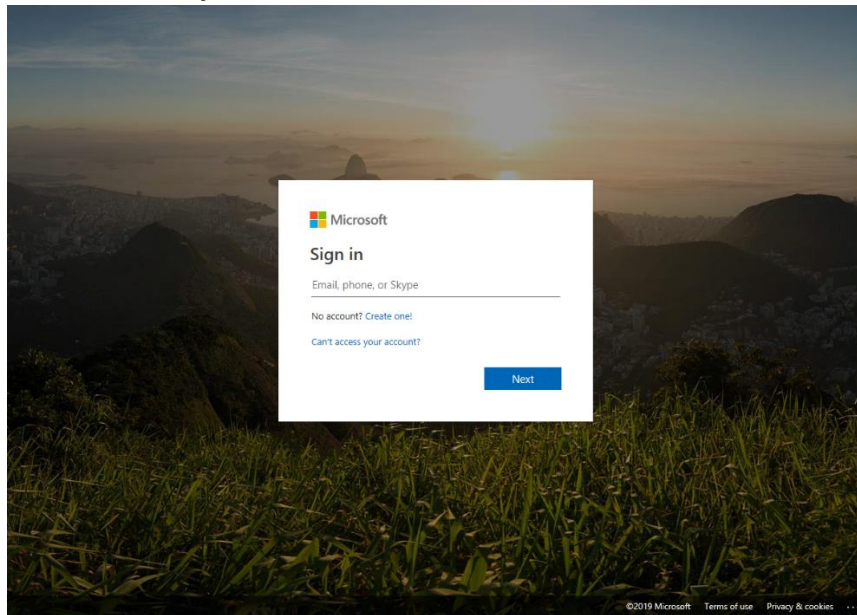
Sign In

>If you are using a laptop or desktop you can access Teams through your internet browser. Google Chrome is best.

>Open an internet browser and type in 'Office 365'

>Click on 'Office 365 Login'

>Your screen may look similar to this-




> Type in

yourusername@ea.edin.sch.uk (your user name is your 9-digit number)

>Your screen may then look like this-

Sign In



Microsoft Office 365 Login

Learning & Teaching

Type in your user name (payroll number for staff, SCN for students) and password.

User name:

Password:

>Type in your username (without @ea.edin.sch.uk) and password

>Click on '**Teams**'

>To find your daily activities, click on **'Assignments'**
>If you have a question about an assignment, you can use **'Posts'** and **'Reply'** on the assignment thread
>In order to reply to a comment or ask a question on an assignment thread, press **'Reply'** at the bottom of the thread
>To 'hand in' your work click **'Hand in'** in the top corner of the Assignment page
>You can also 'hand in' a piece of work by taking a photo of it and posting that on the comment thread.
> To find additional activities or previous assignments, click on **'Files'**

>To log out from a **laptop/desktop**, click on your initials in the top right of your screen.
>Click on **'Sign out'**

>To log out from an **Ipad**, click on the 3 lines symbol in the top left of your screen.
>Click on **Settings**
>Click on **'Sign out'** and confirm **'Sign out'**

>**We hope you enjoy completing and sharing learning through Teams! 😊**

>**Please remember that while you can comment and communicate with each other, your comments should be about tasks, and be appropriate! School staff will see all comments, so they can, and will, delete anything they view is not appropriate!**

>Also, please remember that if you are having issues accessing Teams, we will do our best to help you. We certainly don't want any technical issues with accessing Teams to add stress to people's lives at the moment. Don't worry, as all home learning will still be available to access through the class pages on the school website, and you can still get feedback from class teachers by emailing them a picture of your work.

>We will have video tutorials available on our website with further help.