How to Logon to 365

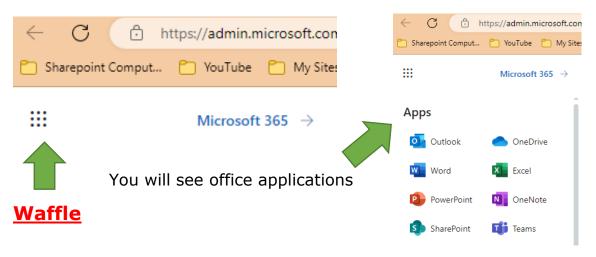
On your computer or Laptop. Go to your internet browser.



Type in office 365. Logon with your school details. E.g.

23DSmiith@wreake.bepschools.org and then enter your password.

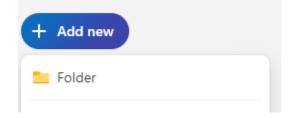
If it comes up with a sync option say YES to it.



Outlook - Your email,

Staff will email you any communications they need. Also Information about events / Library books, so keep checking your email.

<u>One Drive</u> – You Documents Create folder in here by going onto add new then folder.



You will get a box type in the subject then create.

You can navigate to any folder in My Files

You need to make a folder for each subject you take.

Go back to Waffle

WORD, For creating documents

Excel For Spreadsheets

Powerpoint For Presentations

OneNote, SharePoint Teams will be explained by you teachers

Open up a new tab top tool bar click the plus TAB Make sure you have both Tabs open 365 and Satchel On your new tab type into the Satchel One got to the page.

H MNBO2bneTKdu login

You should see this.

satchel:one Together through education			
!-		• Need hale leaving in 2	Click on the Sign in
.ogin Fo	orgot password?	 Need help logging in? Logging in as a staff member 	with Office 365
Staff Parent	Student	Enter your school email address and passwor	With Office 505
Search school		your account Forgot password?	
Enter email address or username	Email not recogniz		This will automatically log
Enter password	۰	Ensure there for try a different email address. If you are reset your password, contact your school of who will be able to update your	you straight in because you have already logged
Log in			into 365
Or log in with:			
Sign in with Office 365			
G Sign in with Google			
ເທິງ Sign in with RM Unify		SHOW MY	
Sign in with RM Unify		SHOW MY	

You should now be logged into Satchel One

See your Homework and your timetable.