How to Logon to 365

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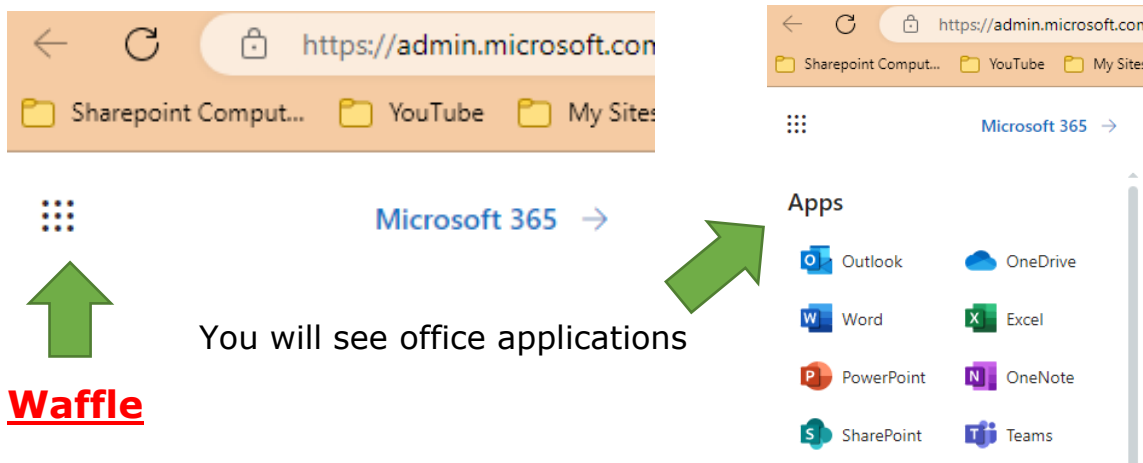

Type in office 365.

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.
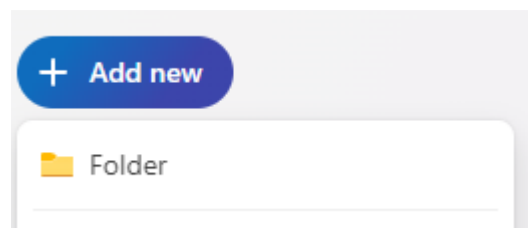

You will see office applications

Waffle

Outlook – Your email,

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

One Drive – 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.
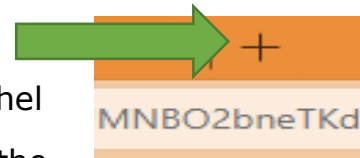
Go back to **Waffle**

WORD,   For creating documents

Excel   For Spreadsheets

Powerpoint   For Presentations

OneNote, **SharePoint** **Teams** will be explained by you teachers

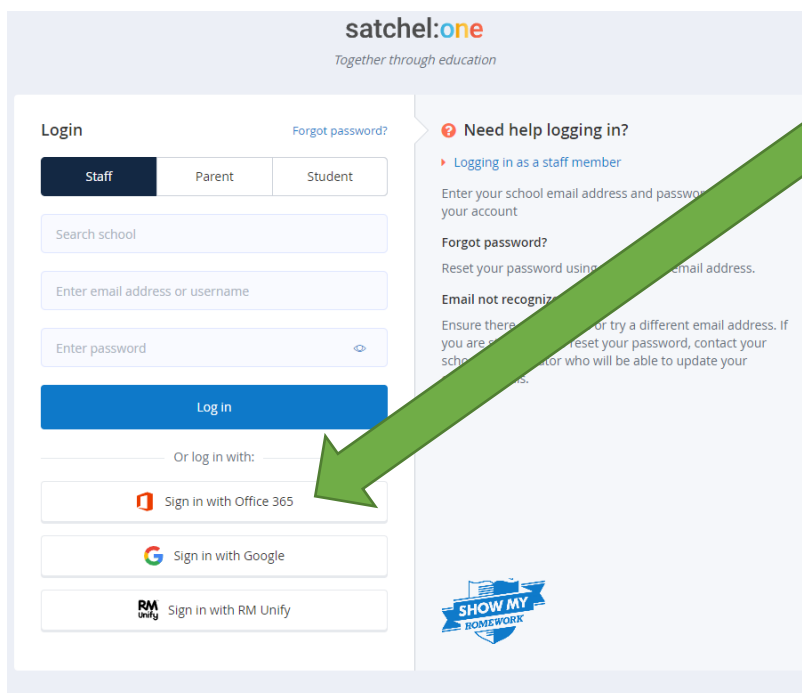Open up a new tab top tool bar click the plus TAB

Make sure you have both Tabs open 365 and Satchel   one.

On your new tab type into the Satchel One got to the   login page.

You should see this.

Click on the Sign in

with Office 365

This will automatically log you straight in because you have already logged into 365

You should now be logged into Satchel One

See your Homework and your timetable.