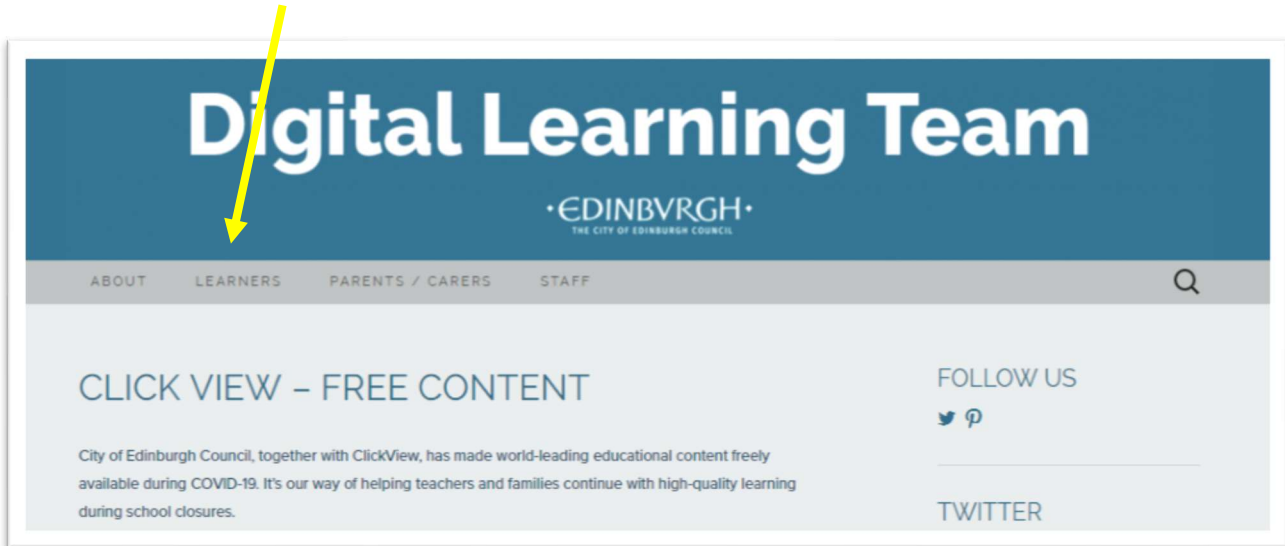


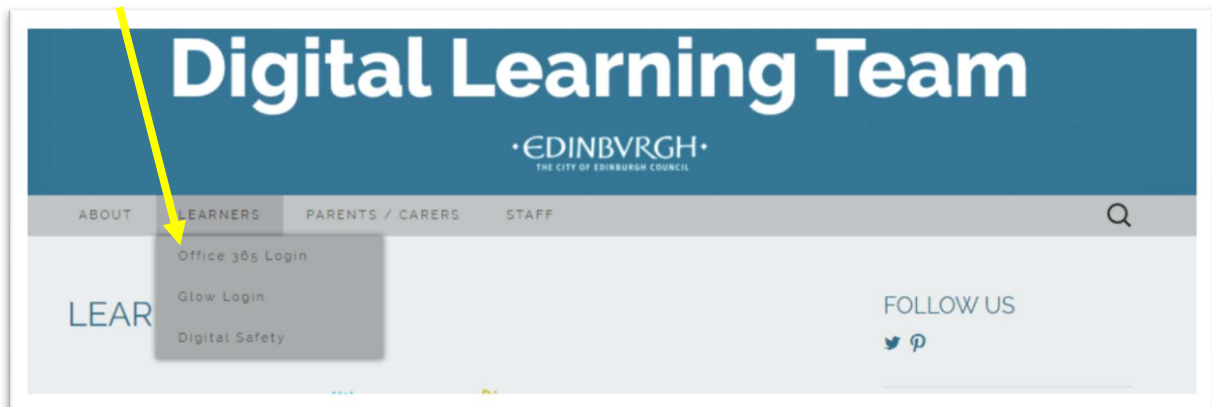


Guidance on accessing Microsoft 365 Account for pupils

1. Go to <https://digitallearningteam.org/>
2. Select the Learners tab



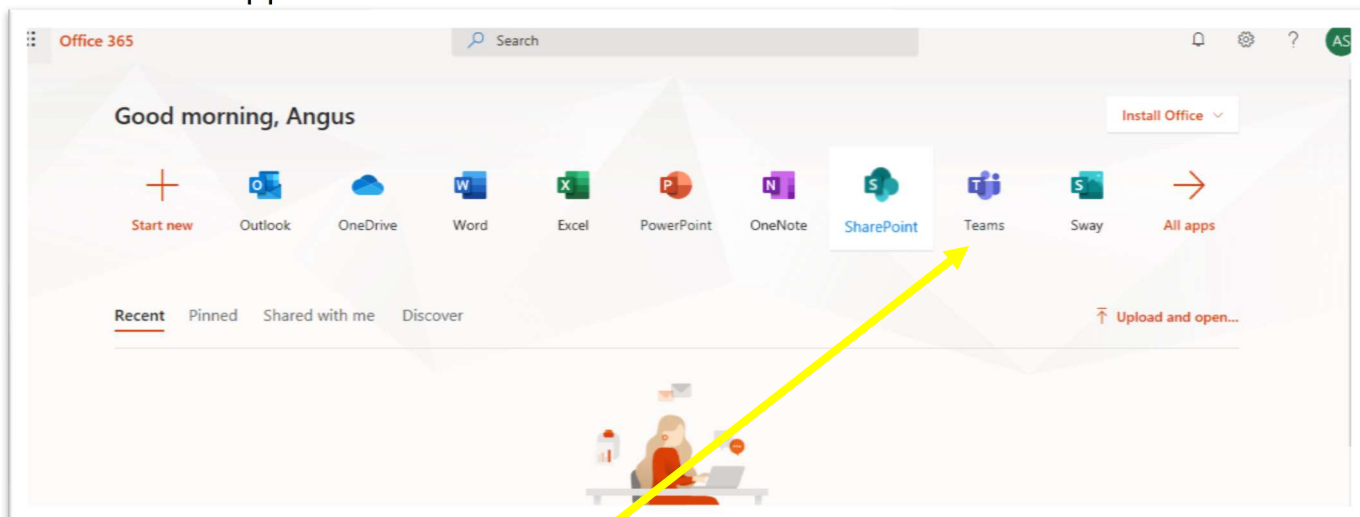
3. Select Office 365 login in the dropdown menu



4. Enter your user details
Your username is the 9 digit number not your email address

The screenshot shows the Microsoft Office 365 Login page. The header is blue with the text 'EDINBURGH THE CITY OF EDINBURGH COUNCIL' and 'Microsoft Office 365 Login'. Below the header, there is a section titled 'Learning & Teaching' with a sub-header 'Type in your user name (payroll number for staff, SCN for students) and password.' Below this, there are two input fields: 'User name:' and 'Password:'. A yellow arrow points to the 'User name:' input field. Below the input fields, there is a 'Sign In' button. At the bottom of the page, there is a 'LEGAL WARNING' section with the following text: 'LEGAL WARNING: You have accessed a computer managed by The City of Edinburgh Council and CGI. Unauthorised access or use of this site (and any connected systems data) is prohibited and constitutes an offence under the Computer Misuse Act 1990. By accessing this site, you signify your acceptance of the terms and conditions set out in The City of Edinburgh Council ICT Acceptable Use Policy.'

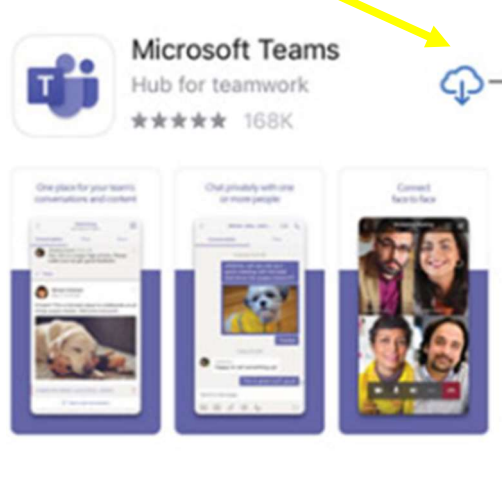
5. This is your Office 365 page, which gives you access to lots of Microsoft browser apps



6. Select Teams app

7. If your browser does not support Teams you will be prompted to download the Teams app

8. Download the app

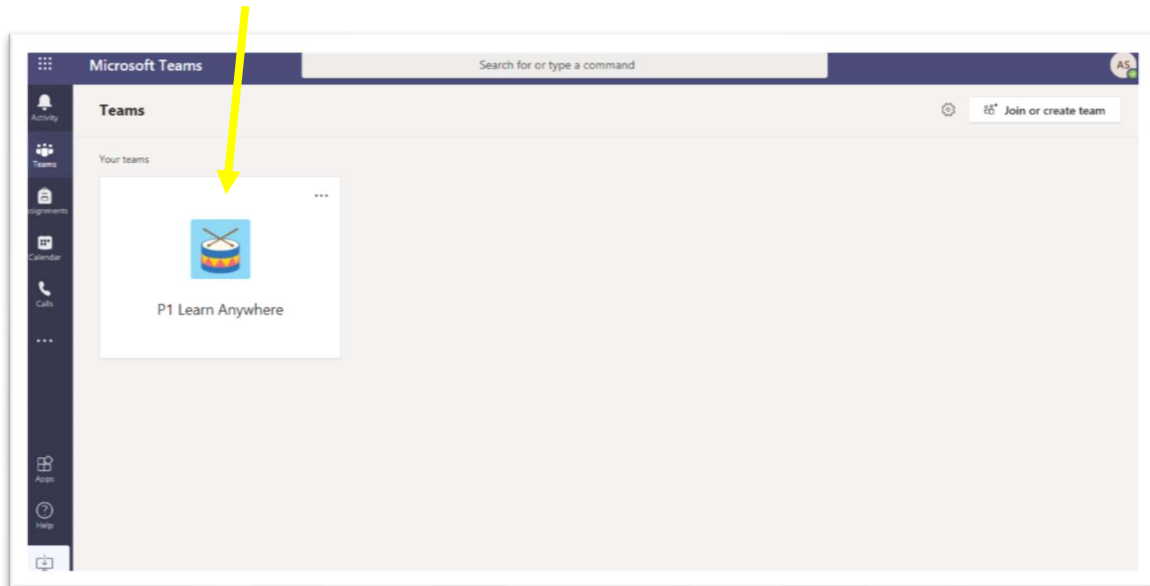


9. To sign in to the Teams App you need to input your child's details in the format

Username: username@ea.edin.sch.uk

Password: this will be the same as written on the slip

10. Select your Class Team



This is your class Team. It is a space for you, your teachers and your friends to access work, and to work together.

- * Please see separate Teams help sheet to learn more about how to use Teams and a guide to all it's features!