

Clermiston Primary

Guide to Office 365



Your child has been given their own **Microsoft Office 365** account. This account will give them access to a range of online tools including Teams, Word and PPT to access home learning.

Our P7s should already be familiar with this as they use it for OneNote but for everyone else, this help sheet should provide everything you need.

Microsoft Office 365 has been chosen by City of Edinburgh Council as their online communication, storage and collaboration tool for pupils and staff.

It can be accessed from any computer, whether at home, school or elsewhere. It is also accessible from tablets and mobile devices, via a free downloadable app.

Office 365 allows pupils to:

- Communicate with their teacher.
- Save files in their own secure online storage space (OneDrive), and access these files from any computer at home or school.
- Share files they have created with other pupils and their teacher.

The main advantages of using Office 365 are:

- Pupils can access schoolwork at home, and homework at school – this makes it easier for pupils to share their learning with parents.
- Pupils are able to communicate and share files directly with their class teacher – an easy and effective way to submit homework tasks.
- It allows pupils to gain experience of using an online working environment – helping to prepare them for high school, college or work.
- All pupils who use Office 365 are also eligible to download Microsoft Office free of charge. You can download this on (up to) 5 household computers and/or (up to) 5 mobile devices. If you would like to do this, click [here](#) for details.

As is good practice with all passwords, OneDrive log in details **should not be shared with anyone**. The school has all the details as well as the ability to reset should there be any difficulties logging in to your account.

Pupils will be expected to follow the Big 3 rules (Safe, Respect and Learn) on Office 365 as they would in school.

NB: Each child has their own log in, so if you have more than one child make sure the right one is logged in to access any work given!

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Logging In

To log in to Office 365, children will need the nine-digit username (this is their Scottish Candidate Number) and password which you will find on the green slip provided by their teacher. If you already have Office 365 for personal/work use, ensure you are logged out first to avoid any mix ups!

On a laptop or desktop

To access your child's Office 365 on the device (e.g. laptop or tablet) you plan to use for home learning, click this link:

<https://login.microsoftonline.com/login.srf>

On a phone or tablet

To log in through apps on mobile devices, there's an **extra step** at the beginning of the process.

First, download the Teams app free from the App Store or Google Play.

You'll be prompted to sign in 'using your work, school, or Microsoft account'. Students must enter:

- ScottishCandidateNumber@ea.edin.sch.uk. For example: 123456789@ea.edin.sch.uk
- Then enter their username (SCN number) and password in the usual way.

Once logged in to Office 365, you will see all the apps you have access to. Each pupil will be added to their own class Team, so click on the Teams app and follow the instructions to join it.

For issues with usernames and passwords or questions on how to use Office 365, please contact dana.henderson@clermiston.edin.sch.uk or ask your child's teacher via a note.

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