

Logging onto the Chromebook and Office 365

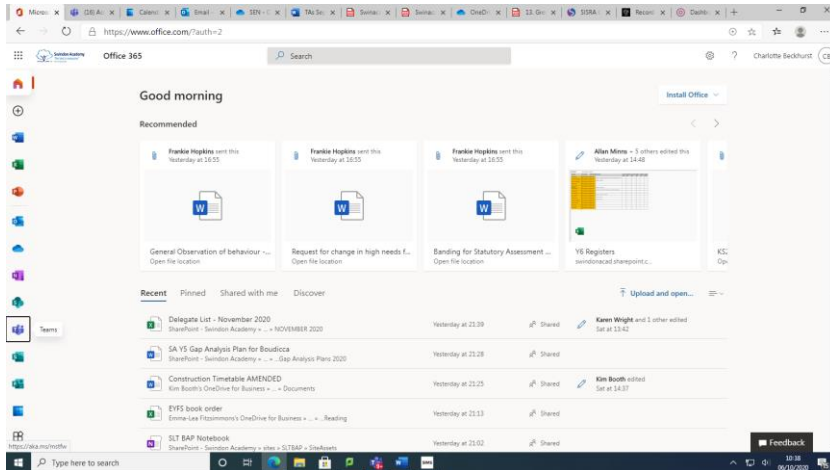
1. Log into Chrome using the Yellow username and password on the Document you received with your Chromebook.
2. Open up the internet browser and type in Office 365 <https://www.office.com/>
3. Enter your username on your pink card plus @swindon-academy.org It has the number 15 in front of your name.

For example: 15JaneSmith@swindon-academy.org

4. Enter the password on the Document you received with your Chromebook.
TIPS
 - It is a number at the front
 - To get capitals hold down SHIFT
5. It will ask to save your username and password, choose SAVE so that you won't need to keep entering your log on details.

Joining Your Class Team for Live Learning and Meetings

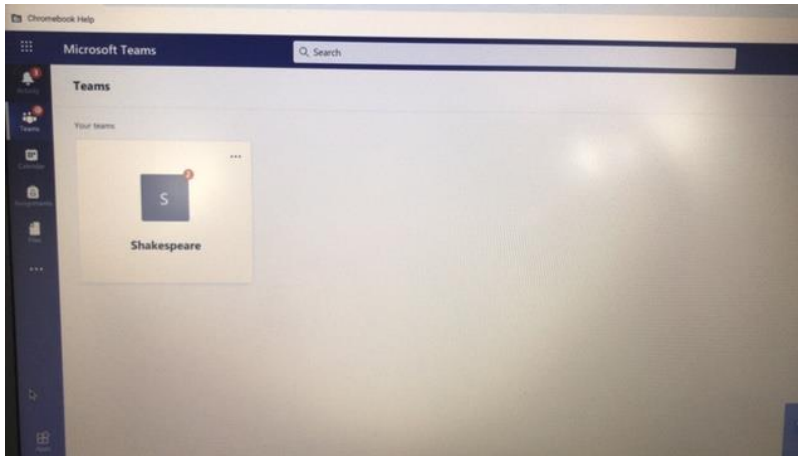
1. When you are in Office 365, you will get a screen like this:



2. Click on the Teams icon on the left side



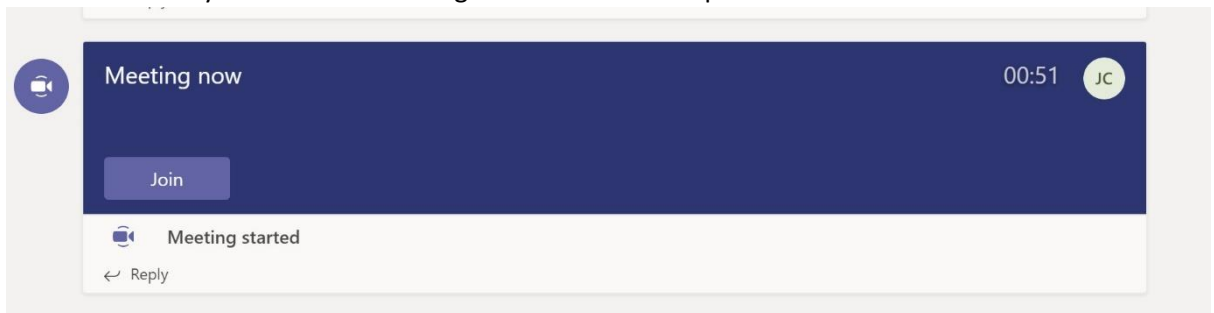
3. You will get a screen which looks like this:



4. Click on your class team – Shakespeare or Churchill.

Accessing the Meetings and Live Learnings

1. In your Class team, you will see a Conversation Thread called Posts
2. Click on Posts
3. Just before 9am you will see a meeting notification show up which looks like this:



4. Click Join and you will be able to join the live learning.