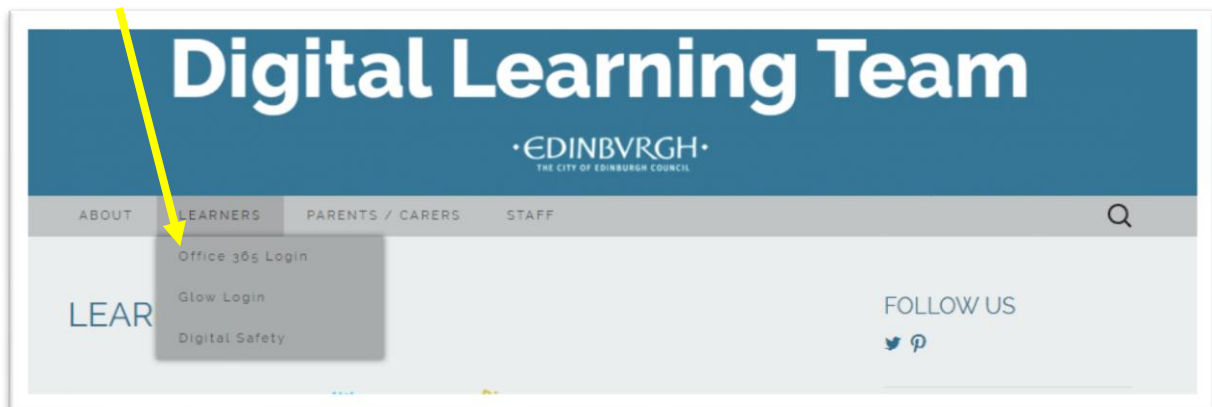


Guidance on accessing Microsoft 365 Account for pupils

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



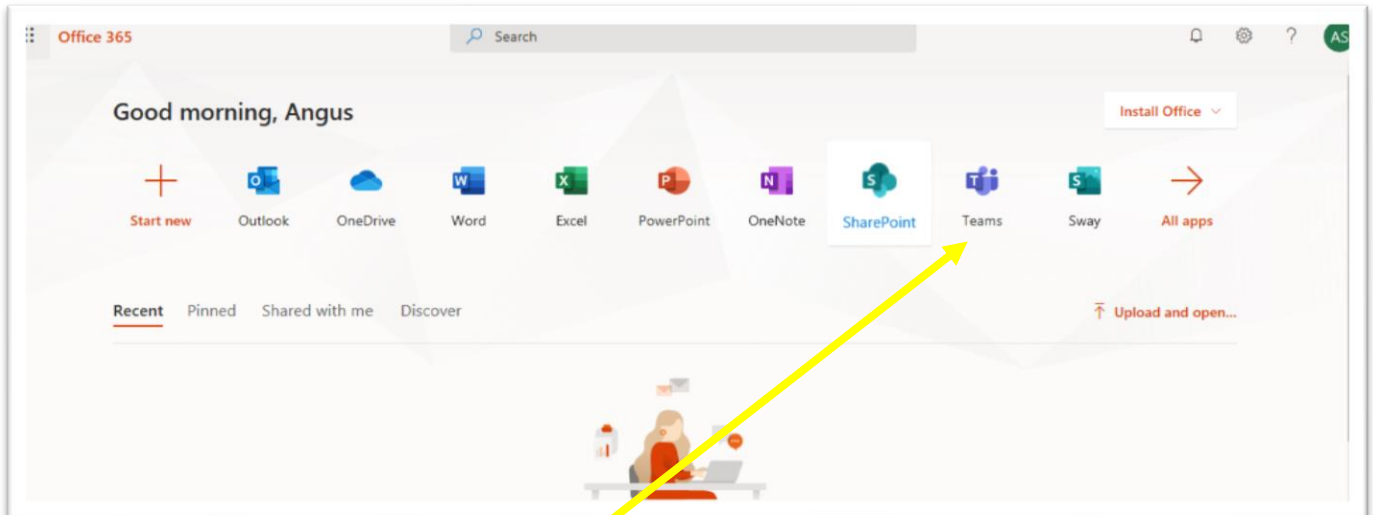
3. Select Office 365 login in the dropdown menu



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

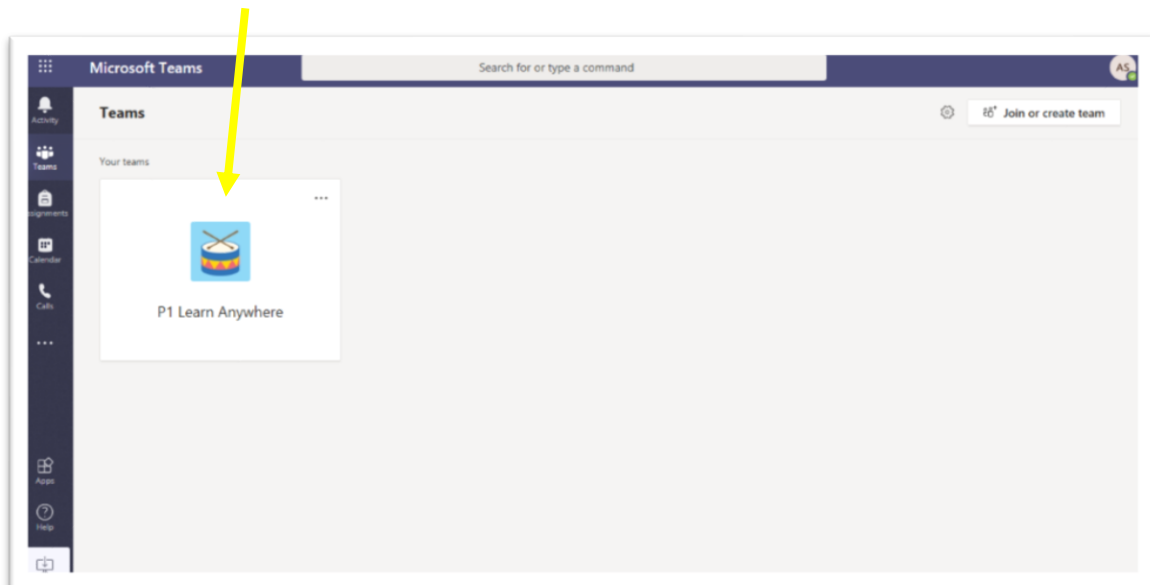
The screenshot shows the Microsoft Office 365 Login page. The header is blue with the text '•EDINBURGH• THE CITY OF EDINBURGH COUNCIL'. Below the header is the text 'Microsoft Office 365 Login' and 'Learning & Teaching'. There is a form with two input fields: 'User name:' and 'Password:'. A yellow arrow points to the 'User name' input field. Below the form is a 'Sign In' button. At the bottom of the page is a 'LEGAL WARNING' section.

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



6. Select Teams app

7. 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!