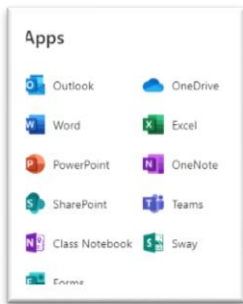


Using Office 365 at home – Pupil Guide



What is Office 365?

Office 365 is a collection of apps and cloud storage that will be very helpful for your learning. This account will be used by you from now until you leave high school. It is a fantastic tool.

Another benefit of having a Microsoft 365 account is that you can also install Microsoft Office for free on up to 5 computers. There is more information about this below.

How do I log in?

Logging in to Teams on a desktop / laptop

1. Visit <https://office365.edin.org>
2. Type in your username and password
3. You will then be able to access Teams, Outlook, Word, PowerPoint etc. from the Office365 portal

Please note – on some phones / tablets, you may be able to use the above address to access Teams using your web browser. However, this will not work on all devices.

Logging in to Teams on an iPad / tablet / phone

1. Download the Microsoft Teams app
2. Type in your username plus **@ea.edin.sch.uk**
For example, if your username is 1234567 type in 1234567@ea.edin.sch.uk
3. Type in your password
4. You will now be able to access Teams
5. You can also download other Microsoft apps (Word, Outlook, Powerpoint etc.) using the same username details.

What do I do now?

- Once you are logged in you should go to Teams where your teacher has set up a class Team. This is a place where you can interact and access learning activities. Remember to keep your password private.
- There is a function where you can post messages to your classmates and teachers included in the 'Fun' channel. Please remember that everything you post will be seen by your whole class and teachers so make sure you only post appropriate things here.
- Although Office 365 includes Outlook which is an email tool, you should only use this email facility if asked to do so. As you get older you might use it for sharing work with teachers or collaborating with other pupils, but you won't need to use it now with Teams. It is not a personal email account so should not be used for non-school related things.

How to Download Microsoft Office for free on up to 5 devices



How to download Office for your PC or Mac at home

1. Log into Office 365 on your home computer: <http://office365.edin.org>
2. Click on your initials in the top right corner and then click on 'My Account'. From this screen you can 'Install Office'.

Download Office for your iPad or tablet

1. Download Office apps from the App Store
2. Sign in with username@ea.edin.sch.uk eg. 1234567@ea.edin.sch.uk
3. Login in with your normal username (SCN) and password

FAQs:

- How many machines/devices can I run this software on?

Each license allows you to run Office on up to five machines either Mac or PC. You can also run Office Mobile for Android, Office Mobile for iPhone or Office apps for iPad on up to 5 mobile devices.

- Is this a full version of Office?

Yes, this is a full version of Office for the PC and Apple Mac (desktops & laptops).

- How long will the free subscription of Office last for?

You will be licensed as long as you are a pupil in a City of Edinburgh school.