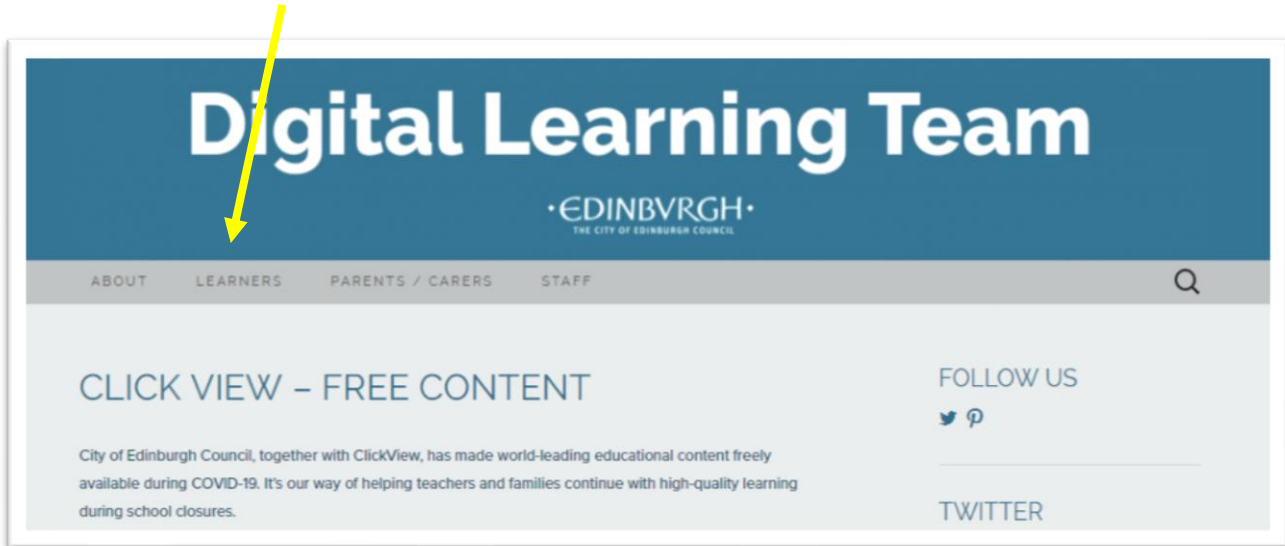


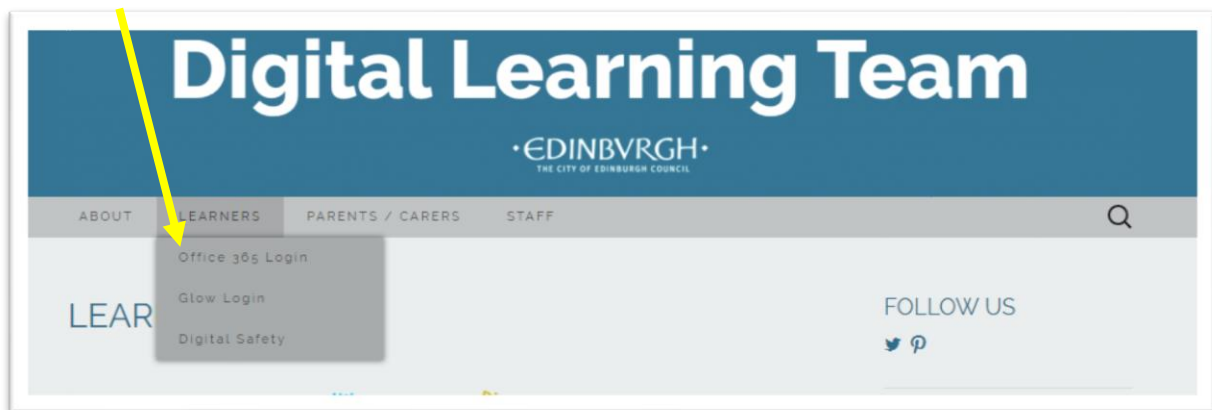


Guidance on accessing Microsoft 365 Account for pupils

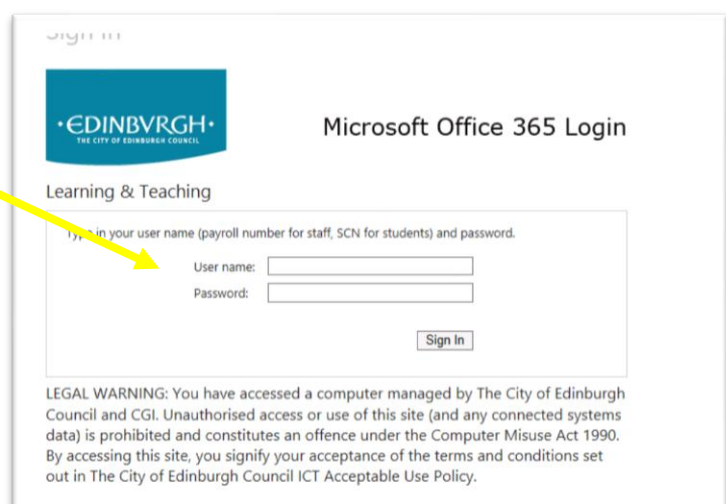
1. Go to <https://digitallearningteam.org/>
2. Select the Learners tab



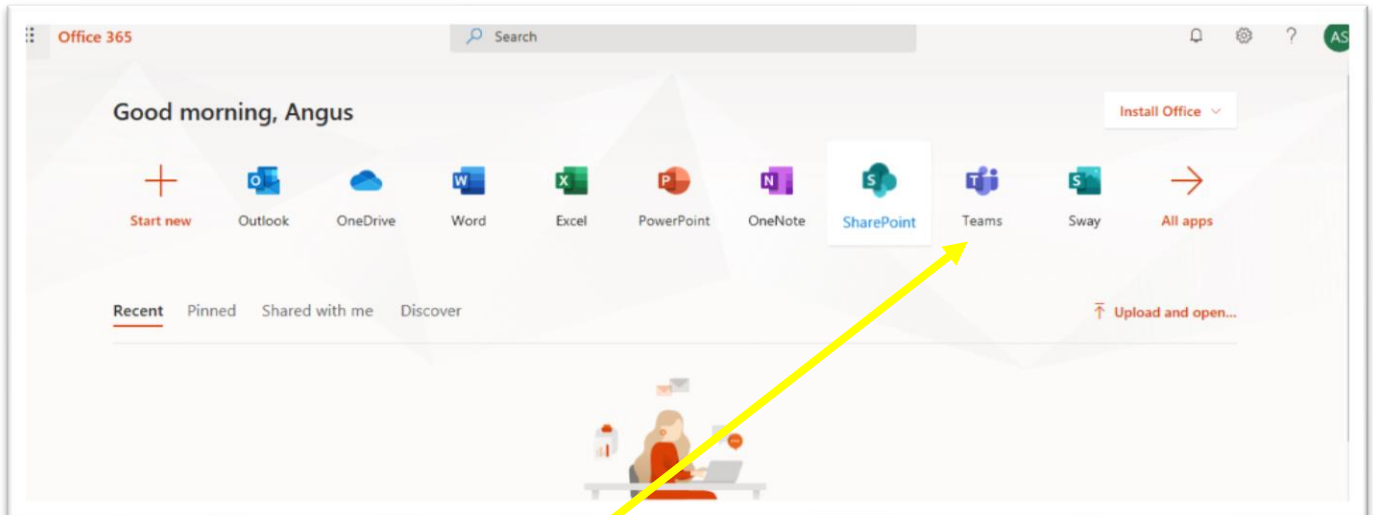
3. Select Office 365 login in the dropdown menu



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



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

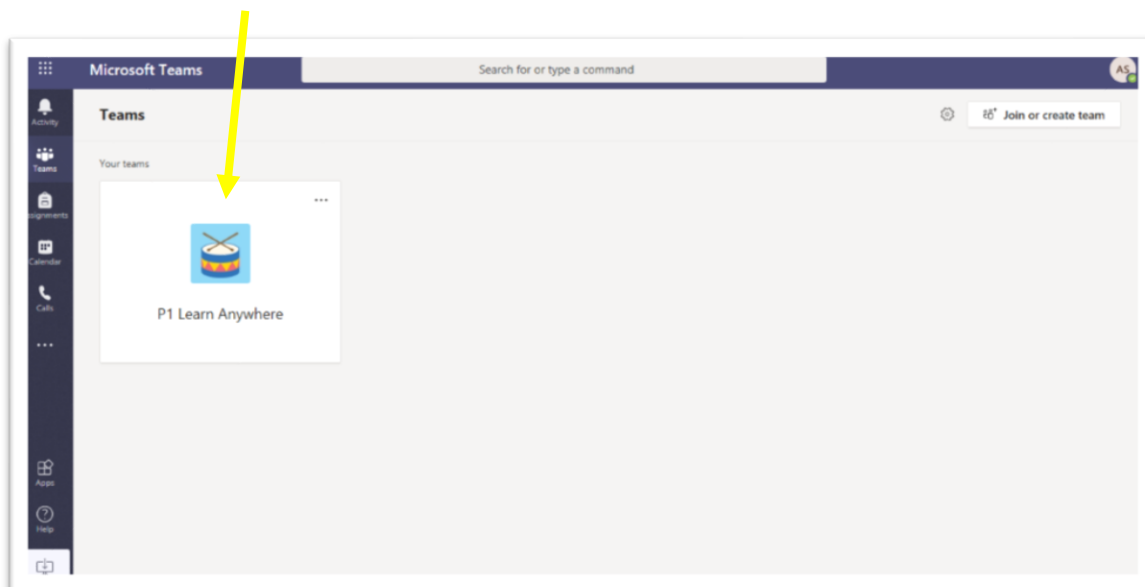


9. To sign in to the Teams App you need to input your child's details in the format

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!