HOW TO GUIDE – OFFICE 365 (PRIMARIES)

Safeguarding Information

Whilst we are implementing remote teaching at primary ages we have implemented some settings to safeguard students and staff. Some of these are identified below for your information.

- Students in primary academies can not receive emails from outside of the CLF, with the exception of genuine Microsoft emails in relation to the service.
- Students are prevented from sending emails to addresses outside of the CLF, this means that they can stay in touch via remote learning, seek support and submit work where required.
- Address book settings have been set to only show people at the student's individual academy so that emails won't accidentally be sent between sites from students.

All actions within any CLF Office 365 account are recorded on Microsoft's system and accounts are subject to checks at any time to prevent misuse, if concerns are flagged via the safeguarding team the CLF IT Team will assist them in any investigation.

Accessing Office 365

Open a web browser, we recommend Google Chrome but you can use others including Safari or Microsoft Edge. Your new tab or home page should appear, similar to the screenshot below:
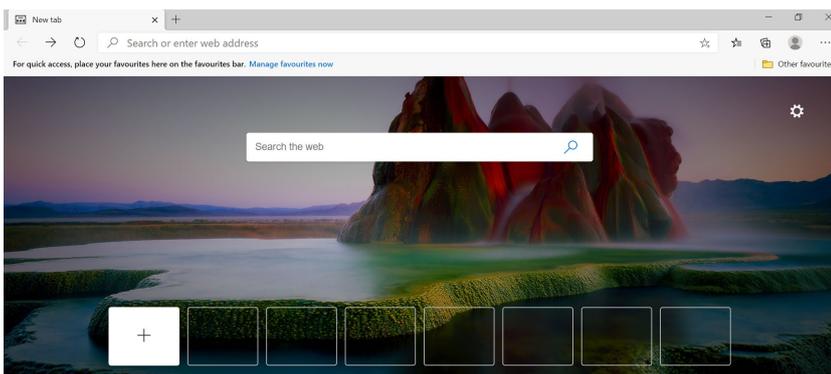
In the address bar at the top, type in www.office.com as per the screenshot below:

The Office 365 front page should display, click on the orange sign in button.
If someone else is signed in the options may change, see image to right.
You will need to choose "Switch to a different account" if the address shown isn't correct.
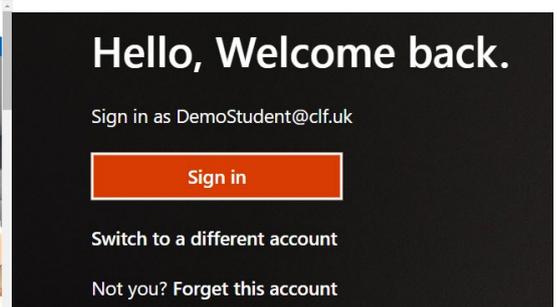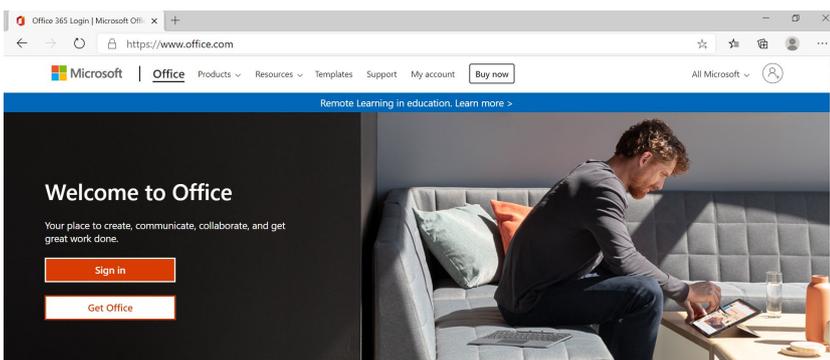
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The next page will take you to the sign in box, type in your email address here and then click the blue "Next" button.
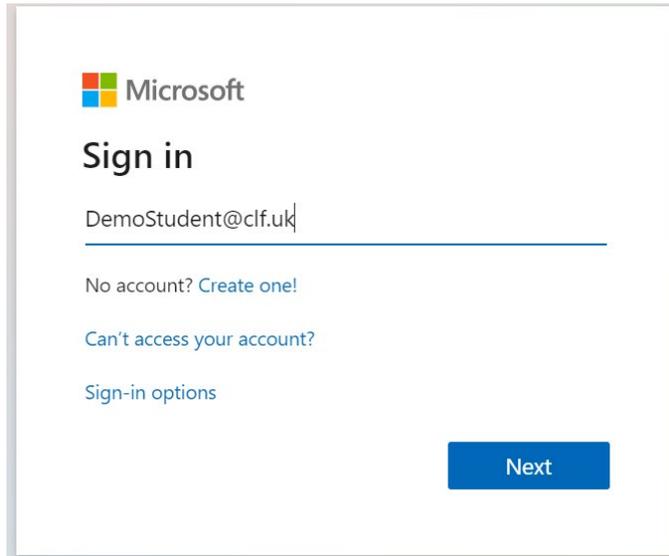
Microsoft

Sign in

DemoStudent@clf.uk

No account? Create one!

Can't access your account?

Sign-in options

Next

Student email addresses are formatted like this: **FirstName.LastName@AcademyShortCode.clf.uk**

For example, the email address for Joe Bloggs who is a student at Begbrook Primary Academy would look like this: **Joe.Bloggs@bpa.clf.uk**

Due to system limitations it may not have been possible to have your full name as your login and it will have been shortened automatically. If you forget this you can request support via your teacher who will be able to find your details.

On the next screen, the CLF (Cabot Learning Federation) logo should appear above your email address, with a prompt to enter your password, enter your password and then click the blue sign in button.

Cabot Learning Federation
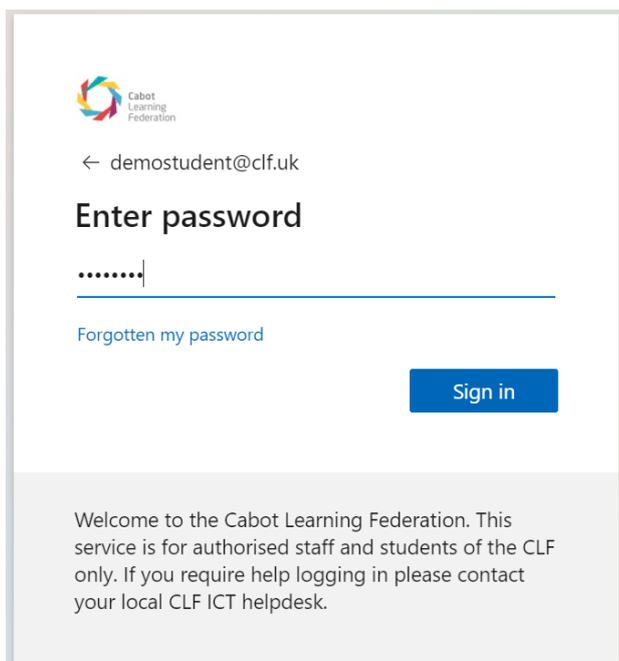
← demostudent@clf.uk

Enter password

••••••••

Forgotten my password

Sign in

Welcome to the Cabot Learning Federation. This service is for authorised staff and students of the CLF only. If you require help logging in please contact your local CLF ICT helpdesk.

Passwords have been set in the following way:
FirstInitial + LastInitial + DOB formatted DDMMYY

Using the earlier name as an example, Joe Bloggs born on 1st September 2013 would have the following password: **JB010913**

Initials are all in capitals, failing to use capitals will stop a successful login.

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The next screen to show will ask if you want the computer to remember you and to keep you signed in, if you are using a shared computer please choose "No" as this keeps your account secure by asking for a password each time.
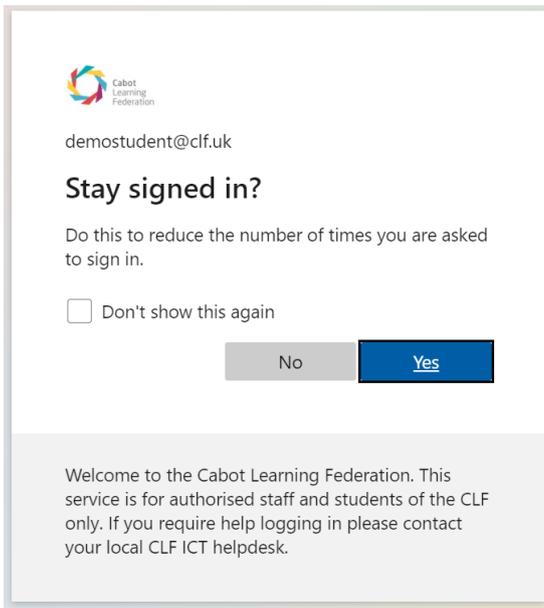
Once past the final screen you should be shown a dashboard, this gives you access to office applications online as well as Outlook for emails.
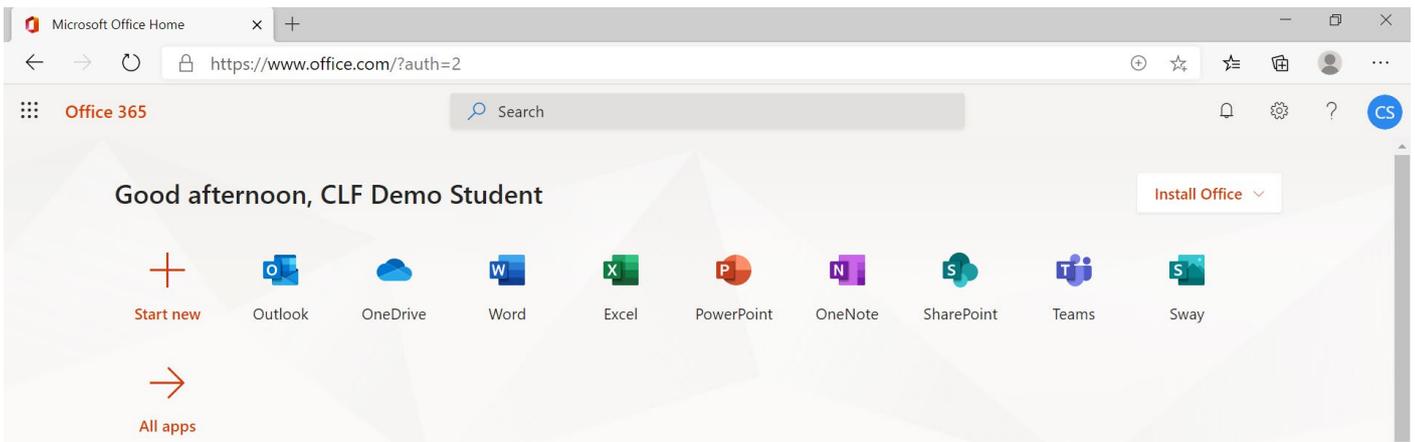
When you choose Outlook to access emails you should be taken to the application that will look like this:
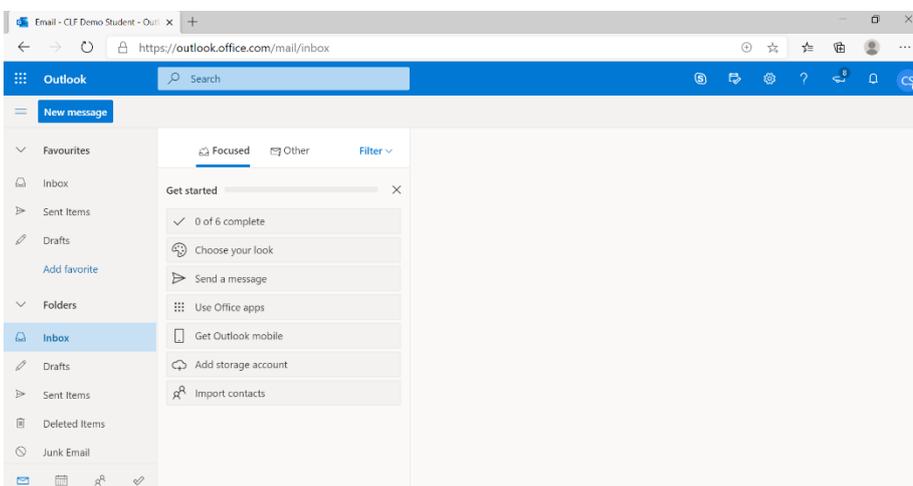
From here you will be able to see your emails and send new ones.