



# Microsoft 365 login instructions

Below you will find step by step instructions to be able to log into your child's Microsoft office account. Please note your child's account details will be emailed to you with this letter. Should you have any questions please call 01453 863011.

Step 1: Open up an internet browser, preferably Chrome if possible or Safari and search for Microsoft office 365.

Step 2: Enter in the login details provided- You will shortly find a calendar invite from the teacher for a group session on the selected evening. Please use this invite to be able to access your selected parents meeting slot.

Step 3: Join the Microsoft invite: As shown:

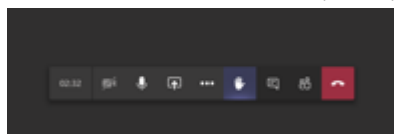
[Join Microsoft Teams Meeting](#)

[Learn more about Teams](#) | [Meeting options](#)

Please wait in the lobby until the teacher invites you to join. You are allocated 10 minute slot- please be mindful of this as other parents will be waiting.

Step 4: Once your session has finished. Please end the call promptly by using the red button provided (to hang up).

Once you have gone, the teacher admit the next parent on the list.



will then be able to

In order to ensure our parents evening runs as smoothly as possible, please could you login a day before to test your access to Microsoft office account. On the night of your meeting log in with the details provided, and at the appropriate time, please wait patiently in the lobby until you are invited in. Please do not log off, otherwise you may miss your slot, the teacher will be able to see that you are waiting and will come to you as soon as feasibly possible.