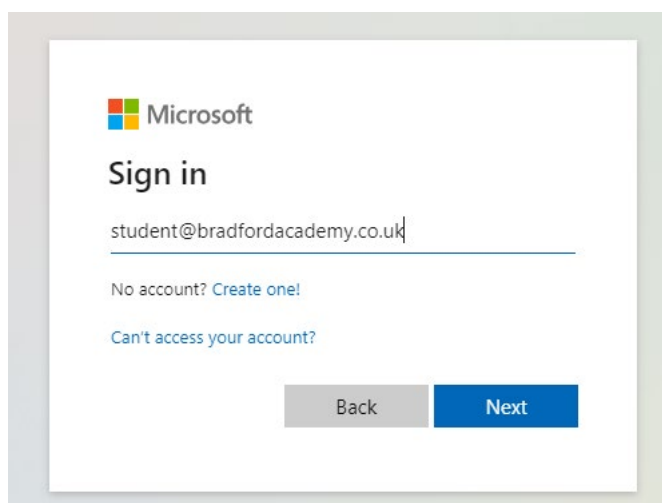


Accessing Microsoft 365 Services

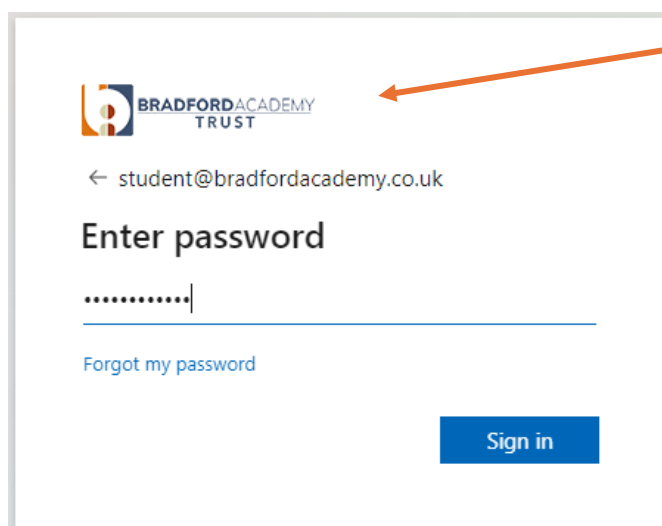
Microsoft 365 services are available across most platforms including Windows PCs, Apple Devices and Android phones and tablets. You can access the resources by downloading the applicable application from your device's app store, and sign in using your Bradford Academy email address and password. In addition you can also access all these services via your web browser. Please see the step-by-step guide below as to how to access your resources online.

1. Login to Microsoft 365:

- Open your web browser and navigate to the Office 365 login page - <https://www.microsoft365.com/login>
- When prompted for a username, enter your school email address and click **Next**.

A screenshot of the Microsoft sign-in page. At the top is the Microsoft logo. Below it is the text "Sign in". There is a text input field containing the email address "student@bradfordacademy.co.uk". Below the input field are two links: "No account? Create one!" and "Can't access your account?". At the bottom are two buttons: "Back" and "Next".

- Enter your password and click **Sign in**

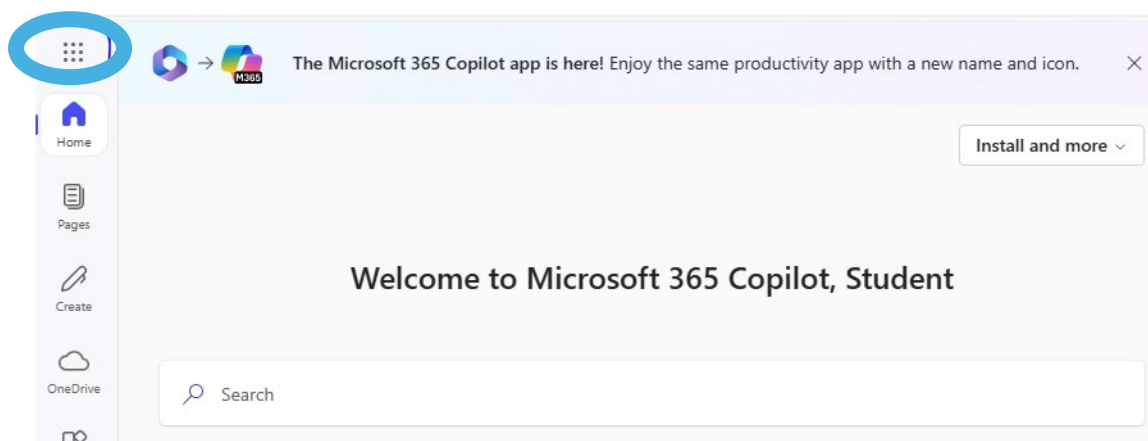
A screenshot of the Bradford Academy Trust password screen. At the top left is the Bradford Academy Trust logo. Below it is the email address "student@bradfordacademy.co.uk". The main heading is "Enter password". Below this is a password input field with dots. At the bottom left is a link "Forgot my password". At the bottom right is a blue button labeled "Sign in".

Tip: If you're signing in correctly the logo should change to the Bradford Academy logo at the password screen

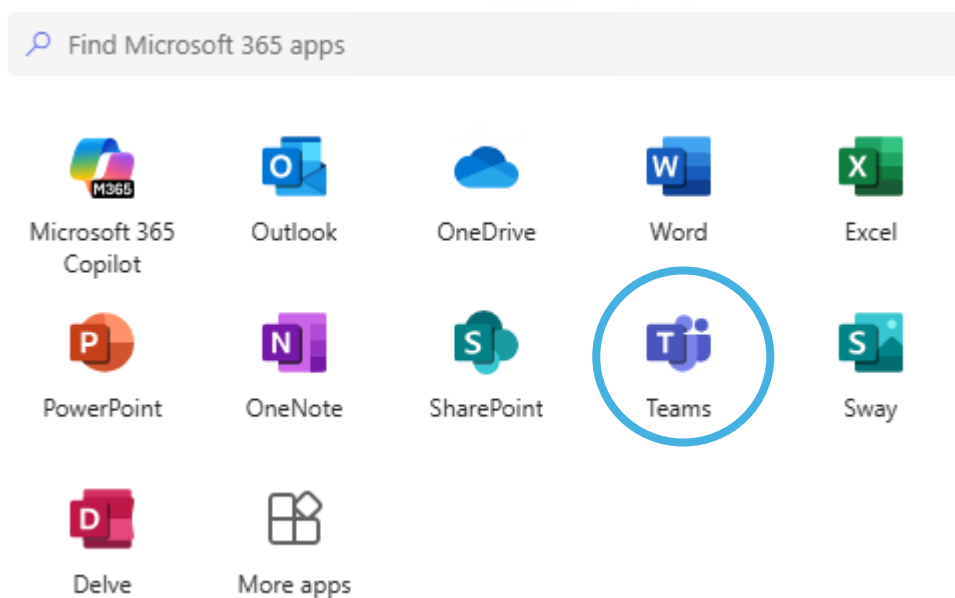
- If you do not know your password, please complete the "Reset password" link this will be picked up by a member of the team and a password will be sent to the alternate provided email. This can be a parent/guardian's email address as long as the security questions in the link have been answered.

2. Microsoft Teams:

- Once logged in, you will see the Office 365 dashboard. Click on the 9 dots to access to all available applications.



- Click on the Teams icon to open Microsoft Teams.



- Teams will launch and your available classes should display. Teams is available via your web browser and you do not need to download the application to your PC

3. Accessing Other Office 365 Services:

- From the Office 365 dashboard, you can access other services such as Outlook (for email), OneDrive (for file storage), Word, Excel, and PowerPoint.
- Simply click on the respective icons to open these applications.

4. Troubleshooting:

- If you encounter any issues, such as trouble logging in or accessing certain services, contact the Academy's IT support team for assistance. You can do this by sending an email to itsupport@bradfordacademy.co.uk