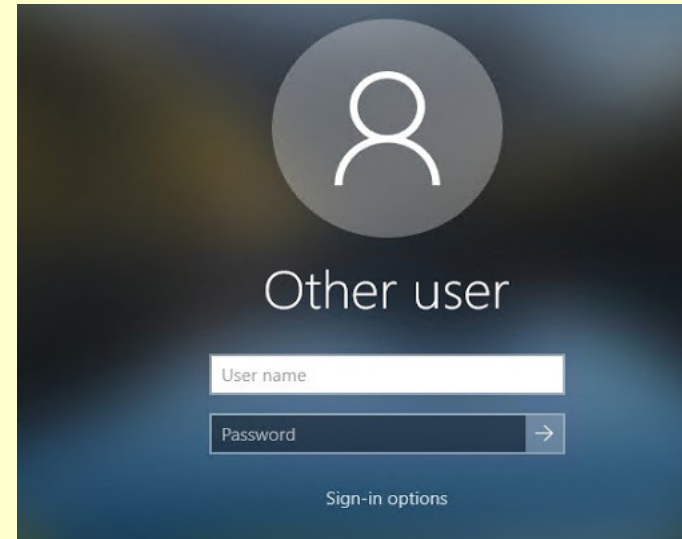# Logging into Office 365 from a School loaned laptop

First Steps

*If when the machine is powered on you are taken straight to the desktop then move on to slide 3

1. Power on your laptop, you will be prompted to login.
2. If the laptop is only asking for a password with .\localuser on the screen then press enter on your keyboard and it should log you in.
3. Once logged in move on to slide 3

If its saying "other" and asking you for a email and password please enter the below details and login in.
The login details you need are **.\localuser** and there is no password to this account so click on the arrow next to password or hit enter on your keyboard and it should log you in.

Having trouble logging in ?
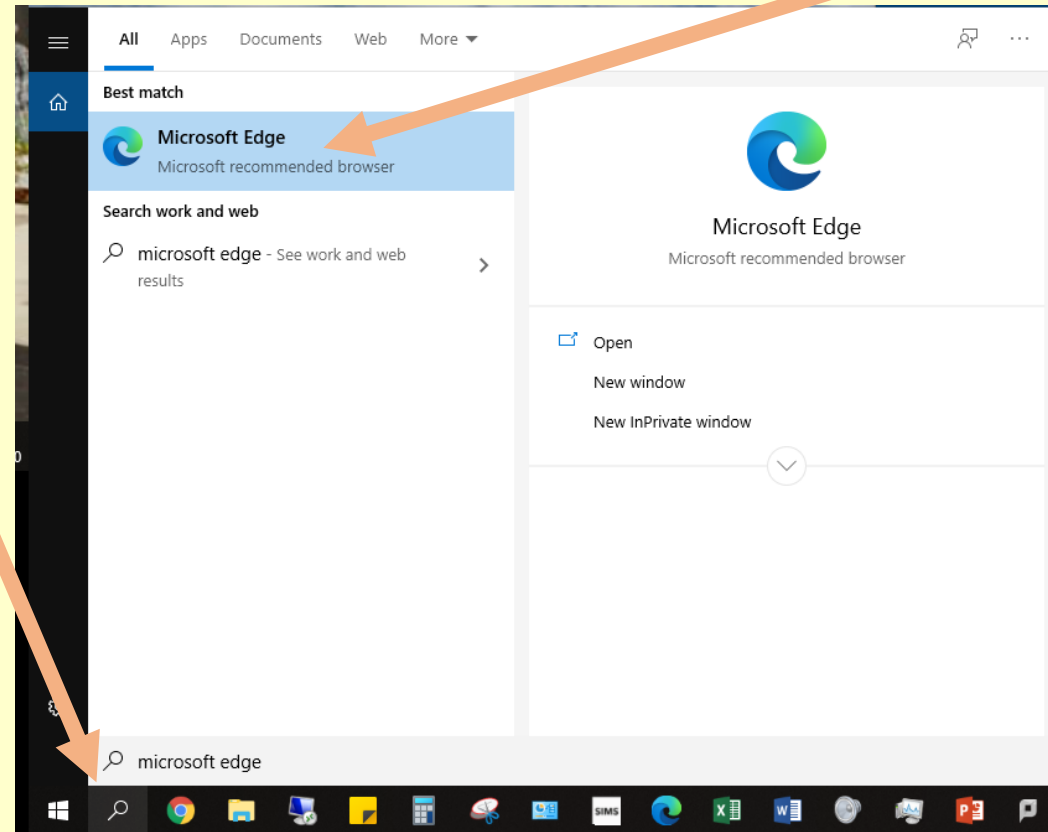
If you are having trouble logging in, see the steps below:
If its saying .\localadmin you need to switch the user and enter the .\localuser with no password.

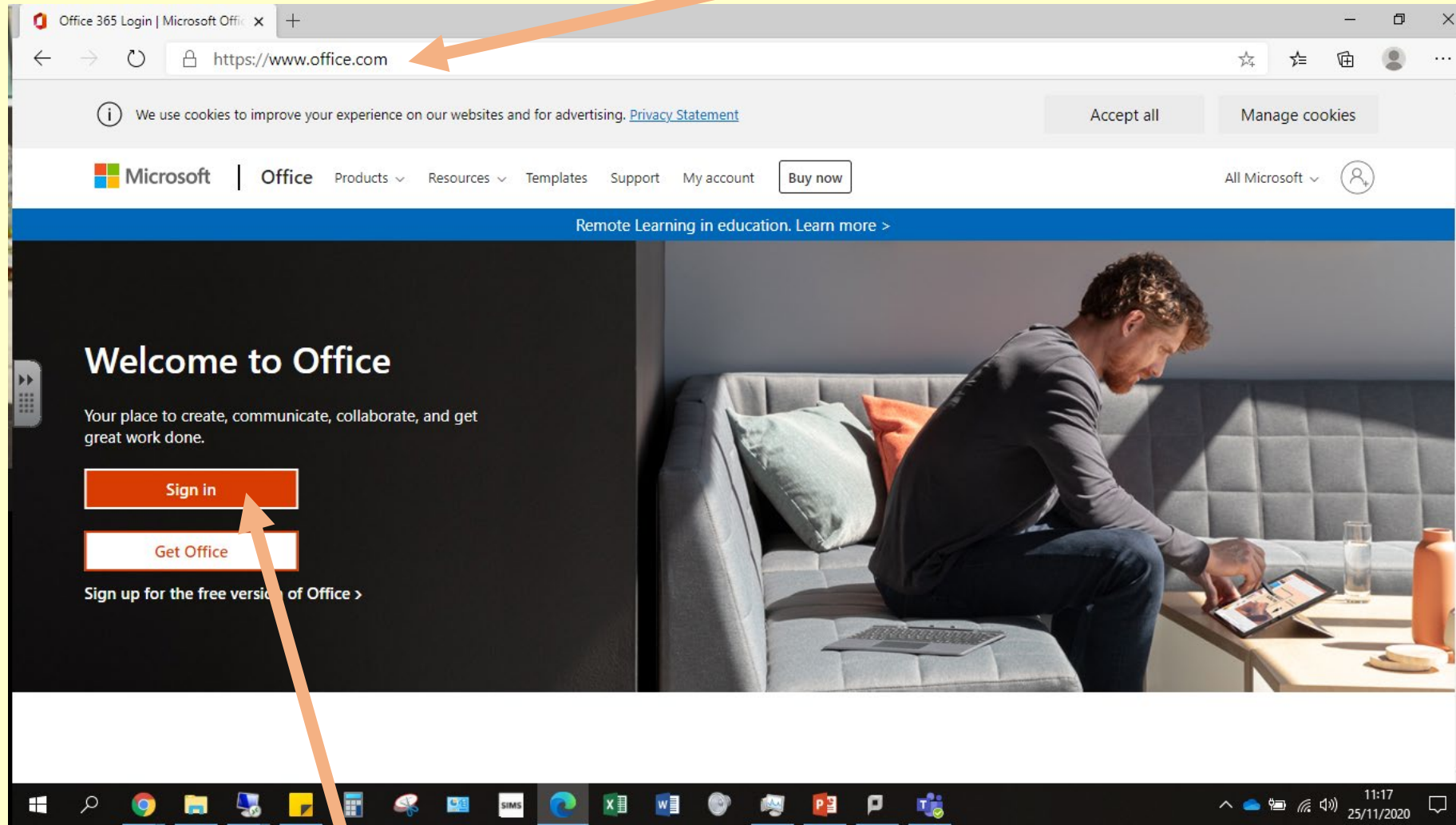# Logging into Office 365 and Microsoft Teams

Second steps

Once you have logged in it should bring you to the desktop. Once on the desktop follow the below steps to log into office365.

Click the magnify glass in the bottom left and type Microsoft edge, click on the top option

Move to next slide

Once on Microsoft edge type in the URL bar at the top **Office.com** and press enter on your keyboard.

If it gives you a google search with links then click on the top link and it should take you to the above page.
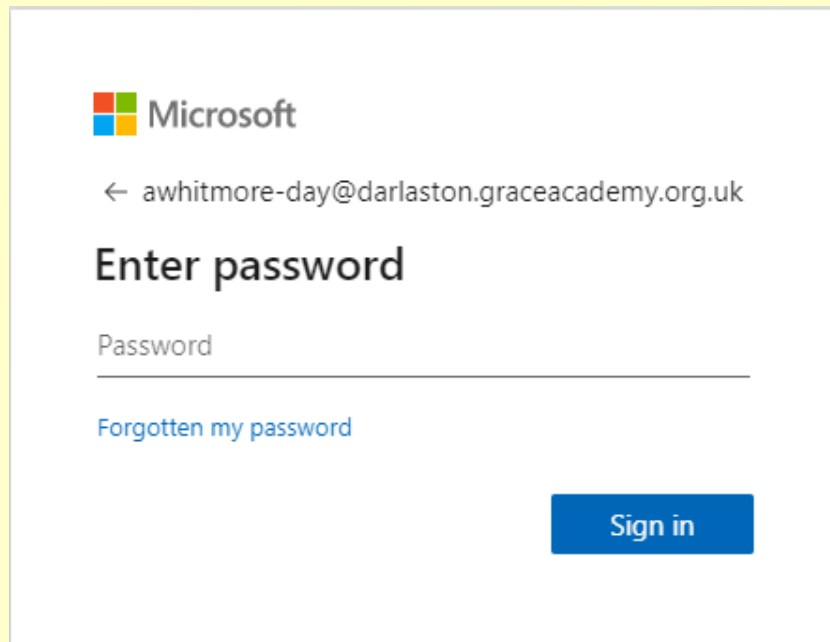Once on the page above click sign in.

When you have clicked sign in you will be prompted for your email address. Your Email address will be your AC number followed by @Darlaston.graceacademy.org.uk
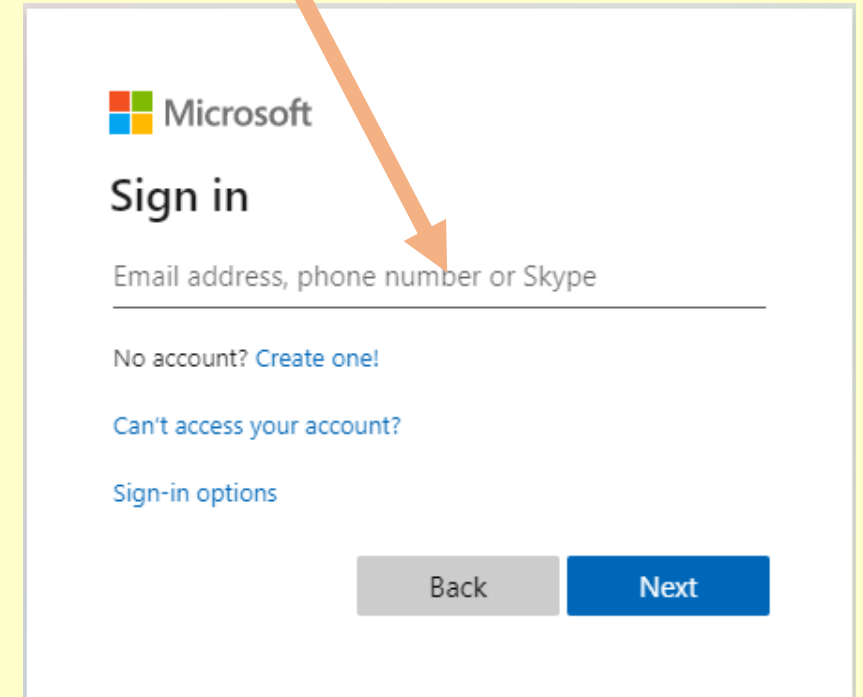An example email address is: AC03001111@darlston.graceacademy.org.uk
Once you have entered your email address click next. You will then asked you for a Password.
Enter your password and click sign in.

You should know your password as it is the same password you use to login to a Computer at school.

Third steps

Once logged in you should see a page like the one in the bottom right. You should be able to click on the Teams symbol on the left and teams should open up.

As a second option for Teams you can click the 9 dots in the top left. Put your mouse over the Teams symbol, click the 3 dots and click "open in new tab" this should also bring up teams.

If prompted click "Used the web app instead"