

How to log in to our Office365 accounts and access Microsoft Teams

To sign in the first time you need to use the following:

`yournumber@ea.edin.sch.uk`

office.com

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Sign in as [redacted]@ea.edin.sch.uk

Sign in

Switch to a different account

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Surface Laptop 3

Microsoft Store

Account profile

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Education

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Sign In



Microsoft Office 365 Login

Learning & Teaching

Type in your user name (payroll number for staff, SCN for students) and password.

User name:

Password:

Sign In

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Number only



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Classroom projects

Animal me 2 | My World of W...

Microsoft Office Home



Office 365



Search



Good evening, [REDACTED]

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Outlook



OneDrive



Word



Excel



PowerPoint



OneNote



SharePoint



Teams



Sway



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Name

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Activity



Martha @ School

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21 Mar

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OneDrive

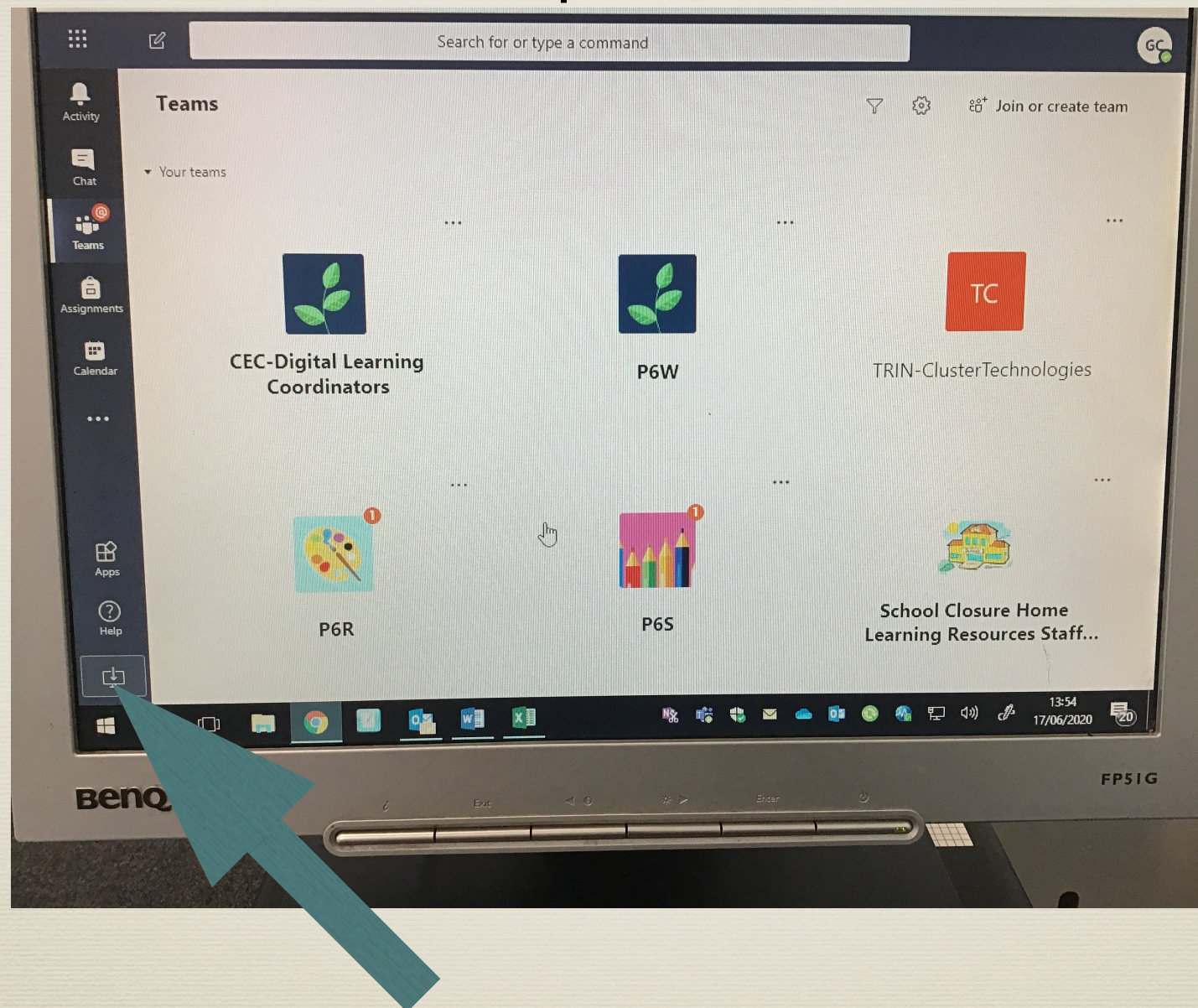
SharePoint

[Feedback](#)

How to download the desktop app for laptops and computers

Teams functions better when you have the desktop version or the app.

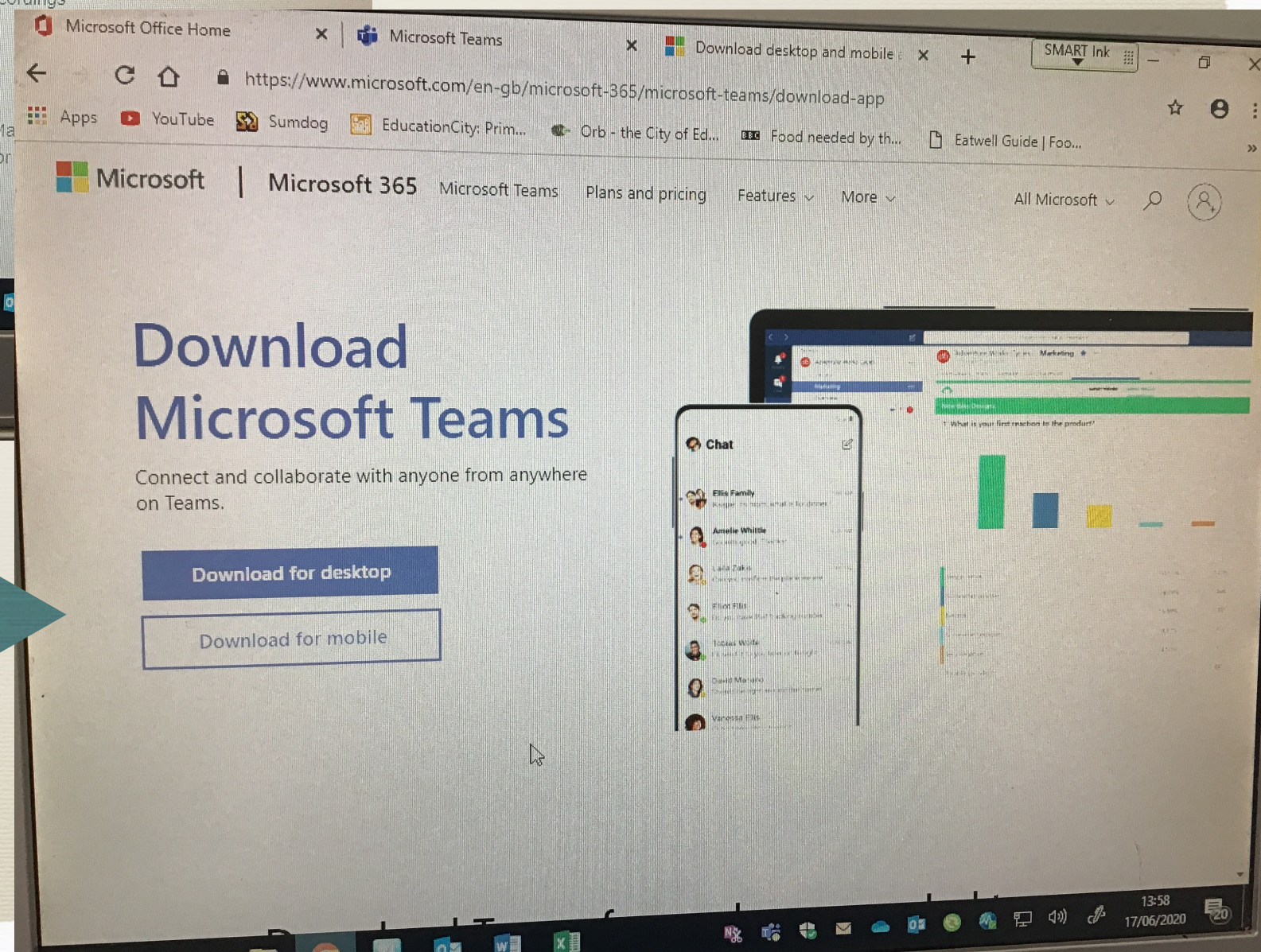
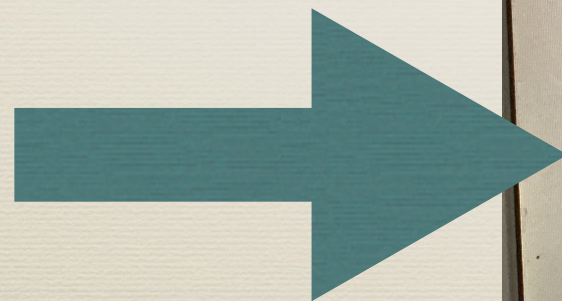
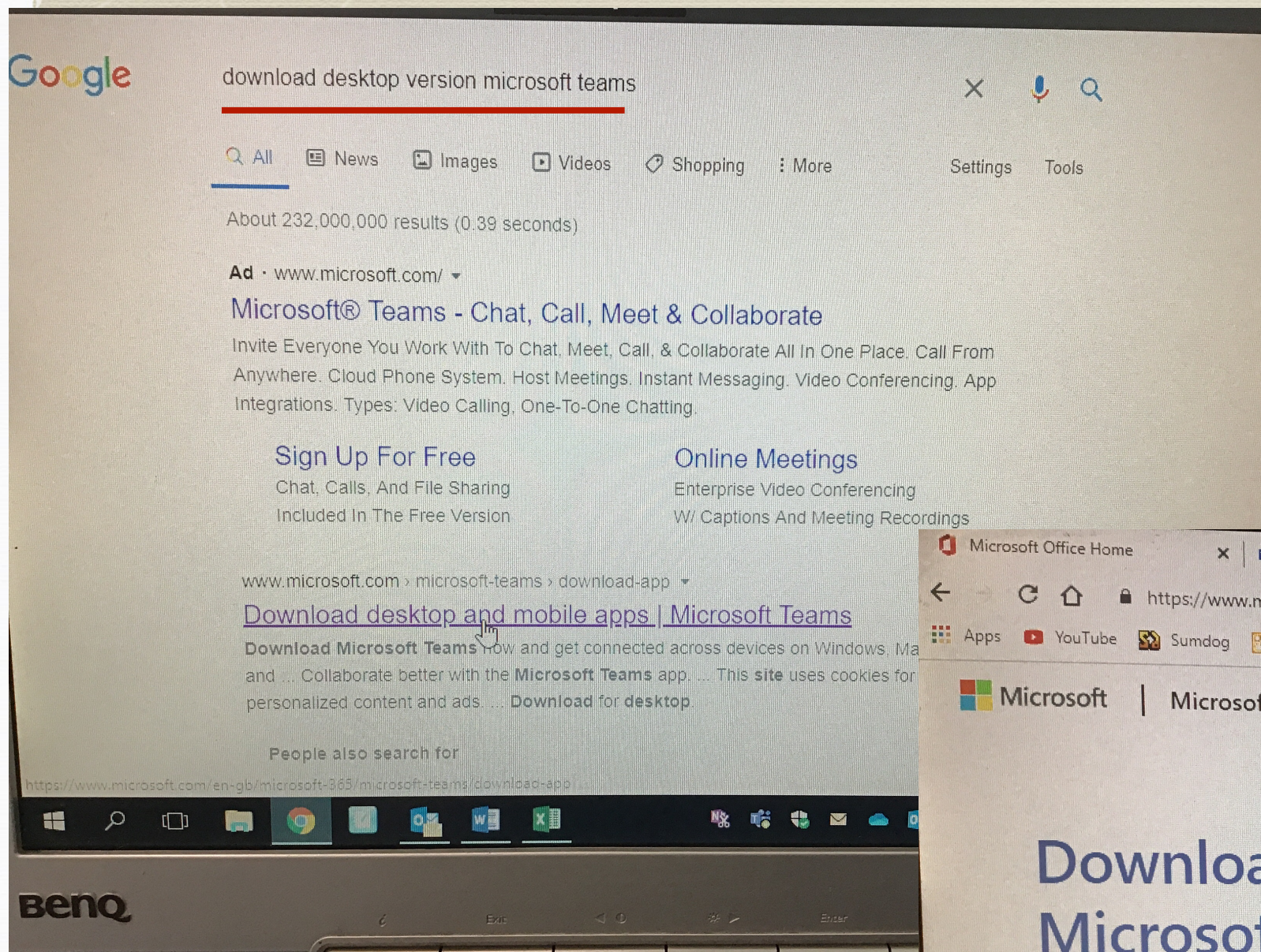
Option 1

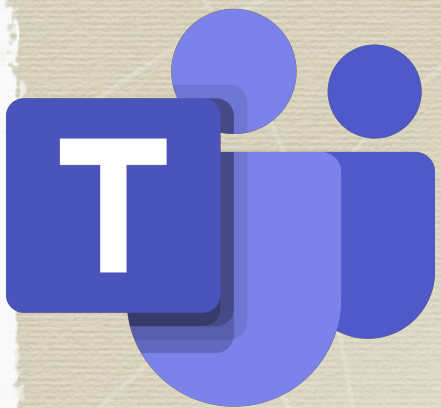


See next
slide for
another
option

When you are in the online version, click this symbol

Option 2





Teams app for iPads

- * Go to the App Store
- * Search for 'Microsoft Teams'
- * Download the free app



Links to video clips

* Teams Pupil Guide:

<https://www.youtube.com/watch?v=aO9LE6ZKnUM>

* Guide to Assignments:

<https://www.youtube.com/watch?v=NGuv9wHCWYE>