



# How to access Office 365 and Teams at Whitburn



1. Visit the school website at [www.whitburncofeacademy.org](http://www.whitburncofeacademy.org)

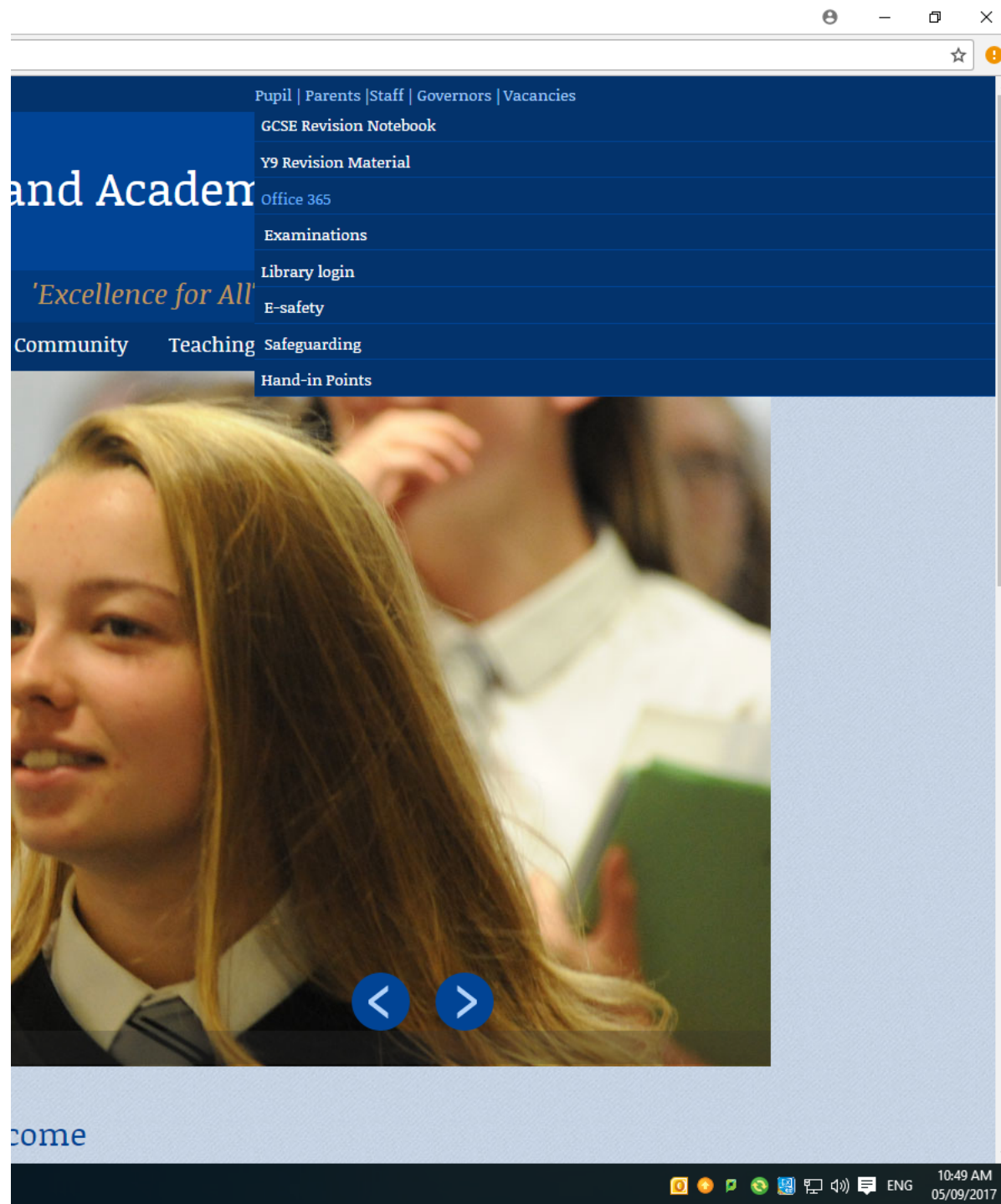
The screenshot shows a web browser window displaying the website for Whitburn Church of England Academy. The browser's address bar shows the URL [www.whitburncofeacademy.org](http://www.whitburncofeacademy.org). The website has a dark blue header with the school's crest on the left, which features a fish and the word "Whitburn". To the right of the crest, the text "Whitburn Church of England Academy" is displayed in white. Below the school name is the motto "'Excellence for All'" in a smaller font. A search bar is located to the right of the motto. A navigation menu is positioned below the header, containing links for Home, About Us, School Life, News and Events, Sixth Form, Community, Teaching School, Calendar, and Contact. The main content area features a large photograph of three students sitting at a wooden table, working together on a project. One student is holding a yellow folder, and another is pointing at a document. A laptop and a tablet are also on the table. At the bottom of the page, the text "Principal's Welcome" is visible. The Windows taskbar at the bottom of the screen shows the time as 10:49 AM on 05/09/2017.

Whitburn Church of England Academy

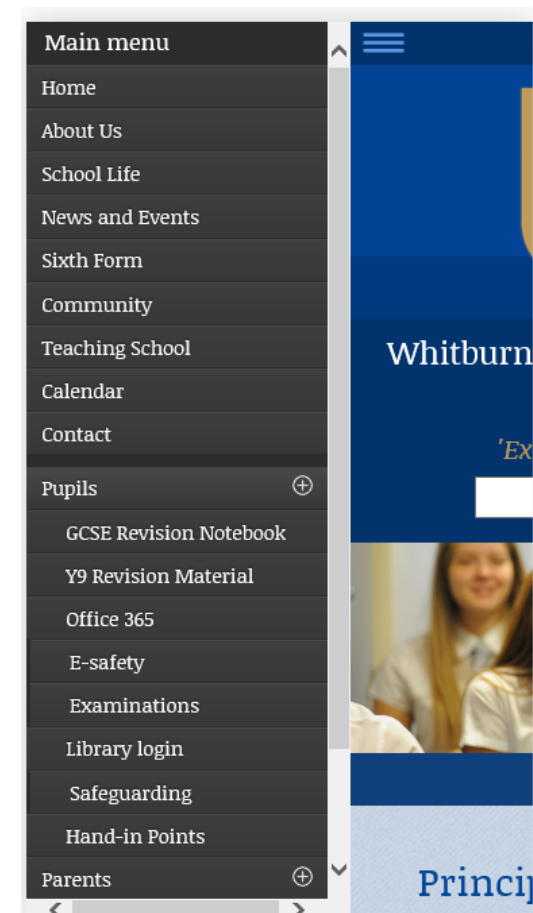
'Excellence for All'

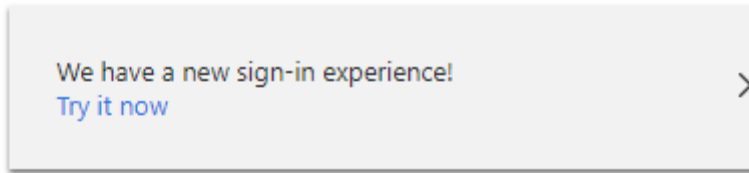
Home About Us School Life News and Events Sixth Form Community Teaching School Calendar Contact

Principal's Welcome



2. Go to the pupil menu, click/tap Office 365





Work or school account

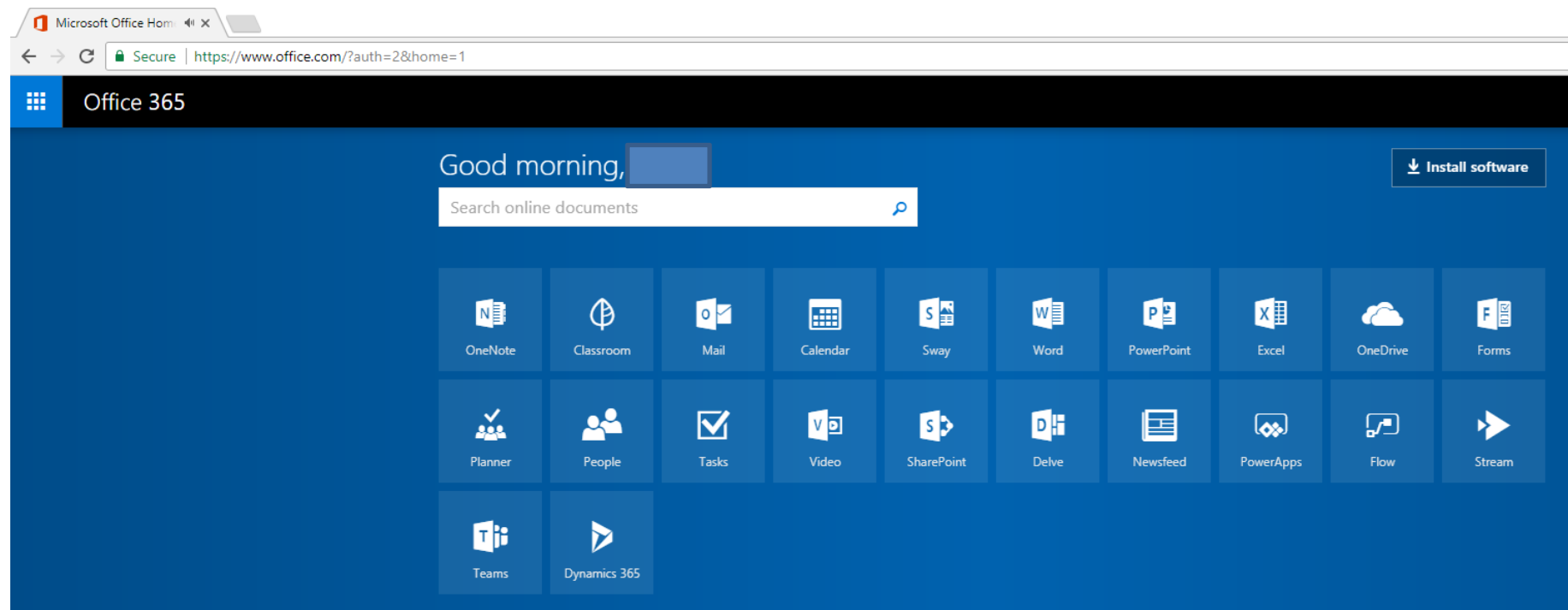
☒ Keep me signed in

Sign in

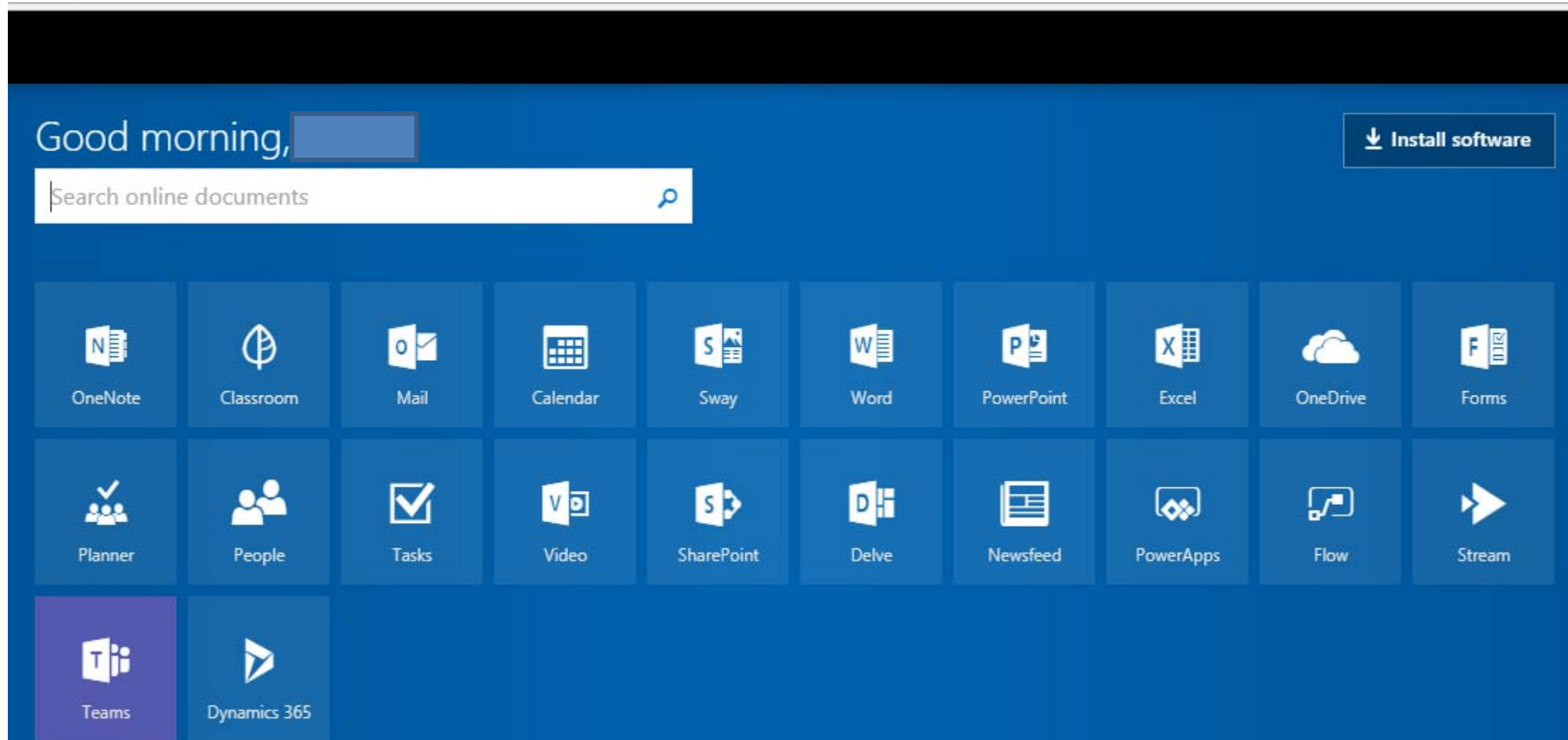
[Can't access your account?](#)

3. Sign in with your [username@whitburncofeacademy.org](mailto:username@whitburncofeacademy.org), and usual password

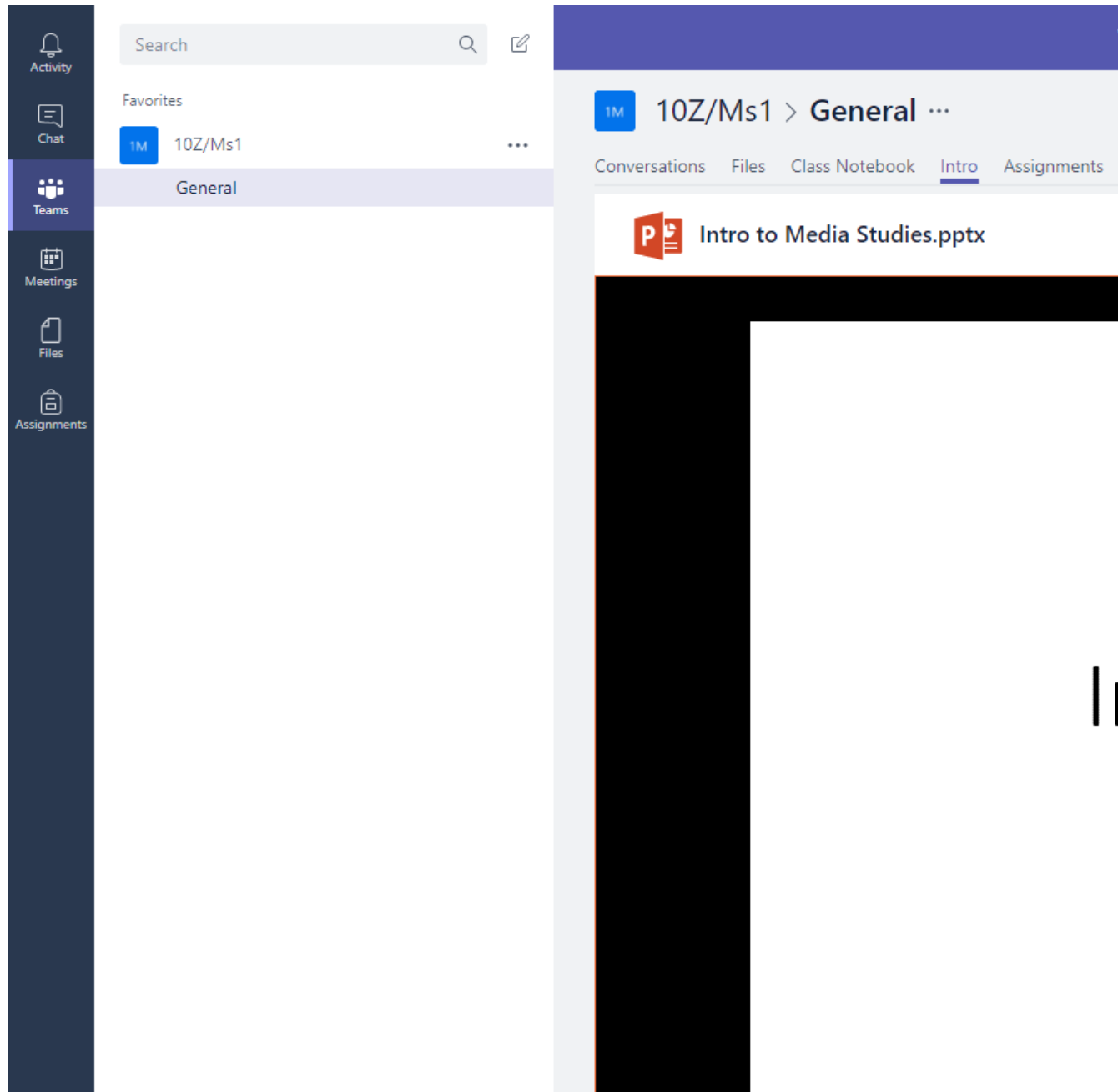
**Stuck here?** Go to [tinyurl.com/whitburnoffice](https://tinyurl.com/whitburnoffice) and give as much detail as you can about the problem



4. Here you can load your usual apps like Word, Excel, PowerPoint and access your files in OneDrive if teachers have shared files with you there.



5. If your subject is set up on Teams (such as Computing, Media Studies and more – check with your teacher if not sure) you'll need to load the Teams app.



6. If you've  
been  
added to a  
team,  
you'll see it  
listed on  
the left

lr



# Get the apps – remember to use the same login

## Microsoft Teams



Instantly access all your team's content from a single place where messages, files, people and tools live together.

[Get the app](#) →

## OneDrive



Cloud storage—view or share photos, videos, and documents from your phone.

[Get the app](#) →

## Sway



Create an interactive web-based canvas of your ideas and share it with friends and family.

[Get the app](#) →

## Office Lens



Trim, enhance, and make pictures of whiteboards and documents readable, then save them to OneNote.

[Get the app](#) →



Windows



iOS



Android