

How to login to Microsoft 365

Microsoft 365 is a cloud-based suite of applications that can be accessed via a web browser on the majority of internet-connected devices. It is recommended to utilise Microsoft Edge or Google Chrome when accessing via a web browser.

This provides you with access to the following:



Microsoft 365 can be accessed via the following URL: \Im login.microsoftonline.com

Alternatively, there is a link on our school website $\frac{1}{2} www.knbs.co.uk}$ on the '<u>Resources</u>' tab.



When logging in, you will be asked for two items of information: **Username** and **Password**. Both are unique to each user. Usernames are the same as those used in school and follow the format of first initial surname and intake year (*see below*) with the addition of our school domain at the end @knbs.co.uk

For example: Joe Bloggs (a student in Year 10)

Username: JBloggs16@knbs.co.uk

Year Group	Intake Year	
Year 7	19	
Year 8	18	
Year 9	17	
Year 10	16	
Year 11	15	

If you are unsure of your login credentials, please contact IT Support via email support@knbs.co.uk

Microsoft	
usemame@knbs.co.uk	
Can't access your account? Sign-in options	
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How to access Microsoft Teams

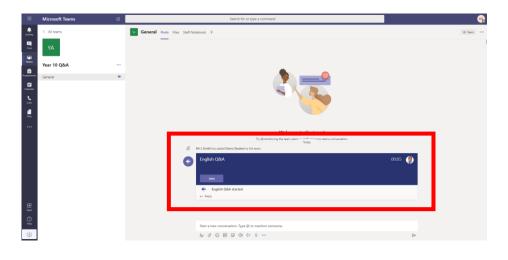
We will be hosting some virtual Q&A sessions utilising Microsoft Teams. Dates/times will be distributed in advance via e-mail. Sessions can be accessed via opening **Teams** from your **Microsoft 365 Dashboard**.

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Select Teams (1) from the left-hand menu and select Year 10 Q&A (2).



When a virtual session is available, you will see a 'Join Meeting'.





When loading, you will be prompted to enable access to your camera and microphone. This can be enabled via the toggle options. This facility is optional, as a meeting chat facility will be available to post questions/comments.

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The **Meeting Chat** window can be opened via the message icon (1).



Once the virtual session is over, this can be closed by the telephone icon (2).