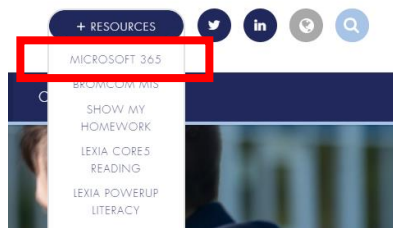# How to login to Microsoft 365

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:

Outlook	**OneDrive**	**Word, PowerPoint & Excel**	**Teams**
Email	Cloud Storage	Office Suite	Virtual Meetings

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

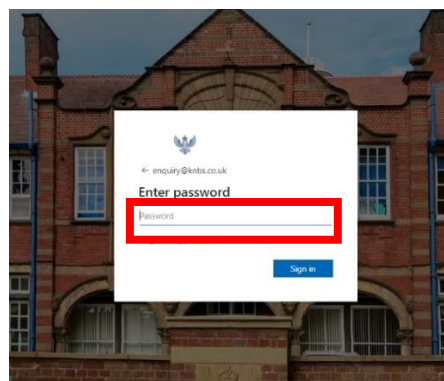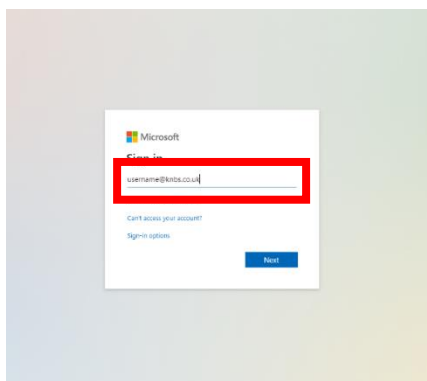Alternatively, there is a link on our school website 🔗 www.knbs.co.uk on the 'Resources' tab.

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)
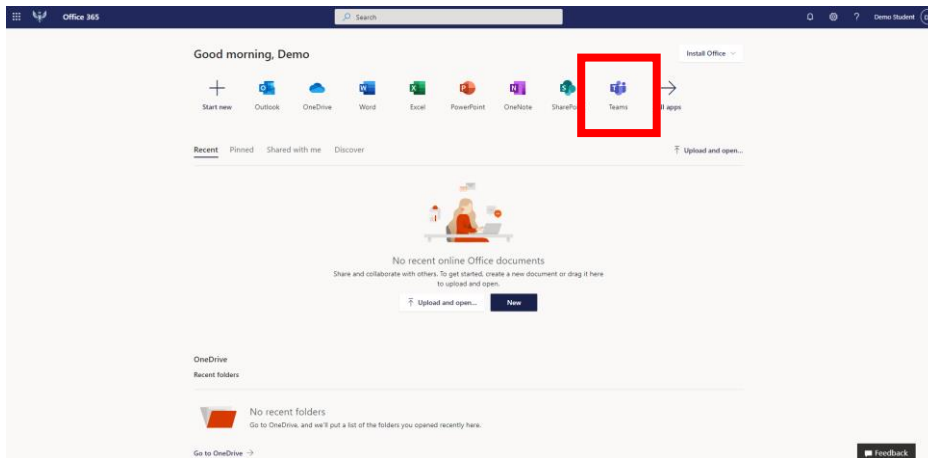
Username: JBloggs16@knbs.co.uk

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

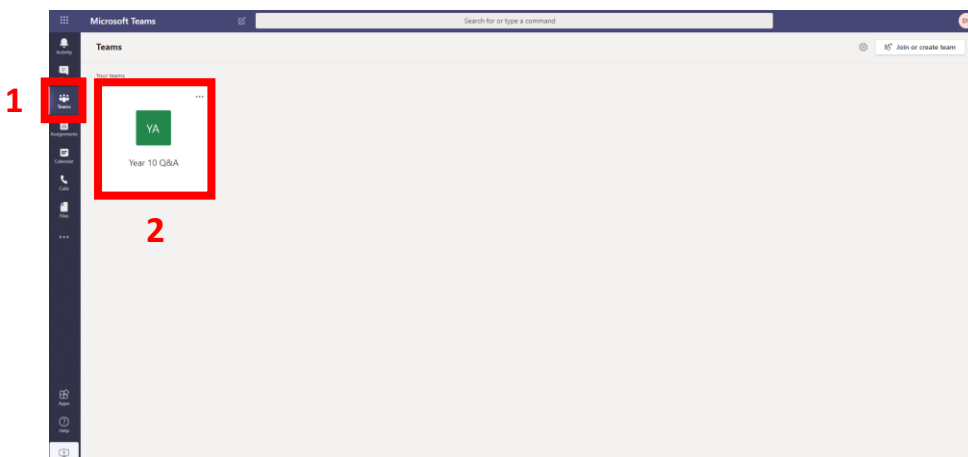If you are unsure of your login credentials, please contact IT Support via email support@knbs.co.uk
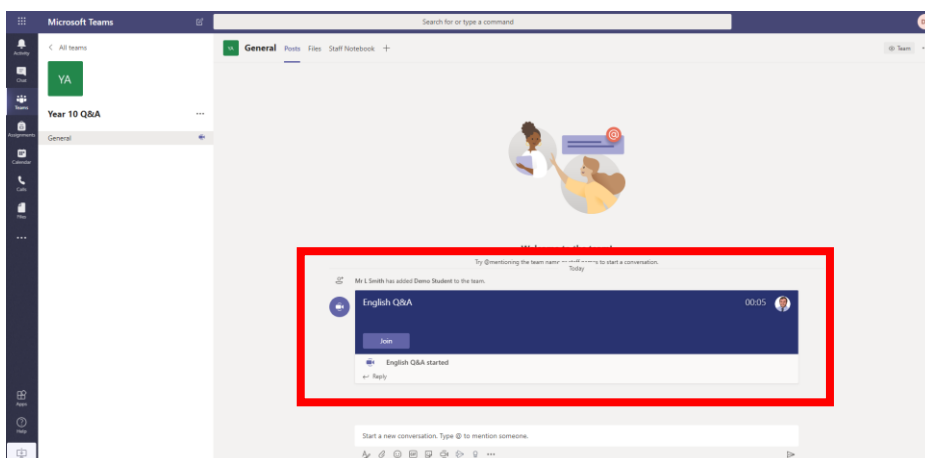
How to access Microsoft Teams

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**.
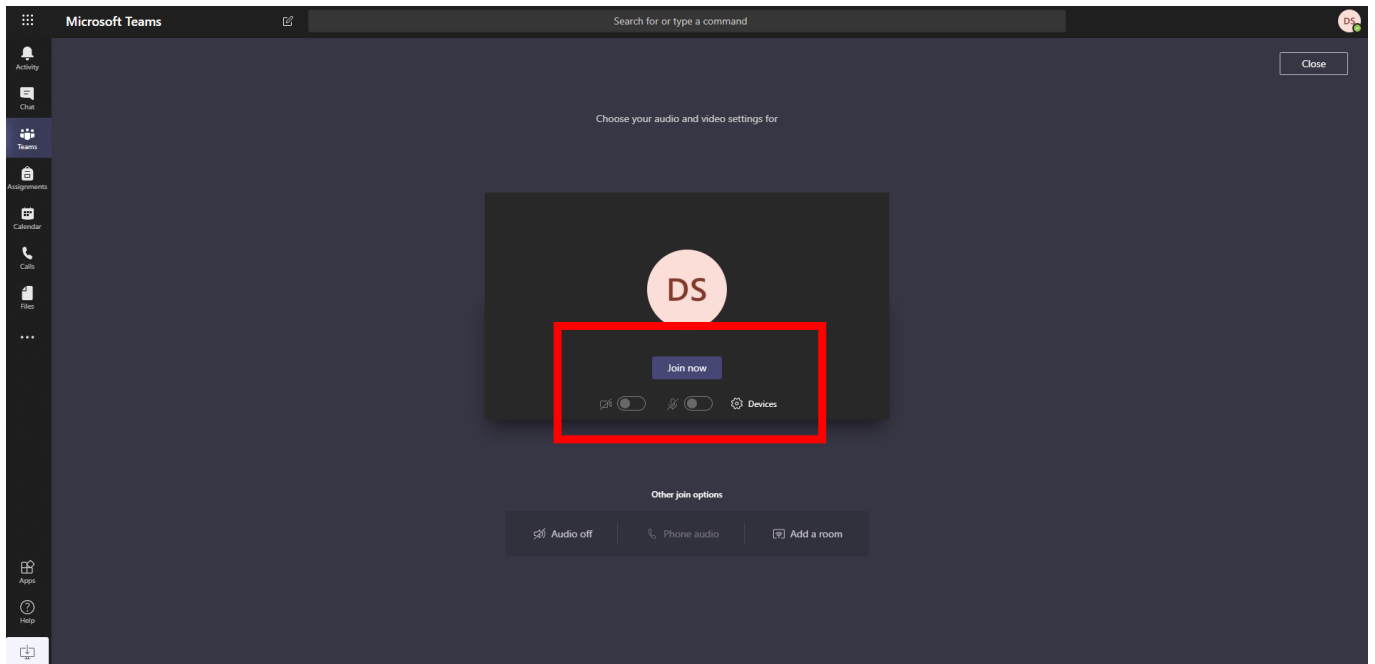

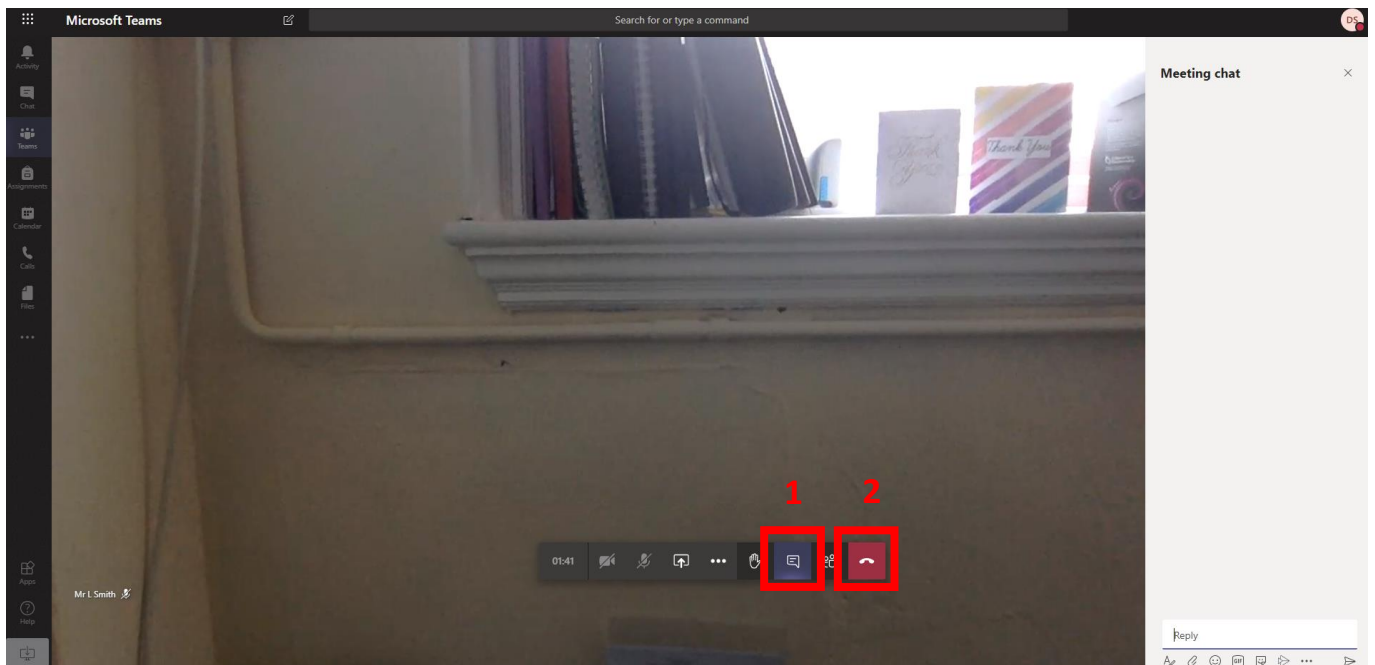Select **Teams** (**1**) from the left-hand menu and select **Year 10 Q&A** (**2**).

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.

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**).