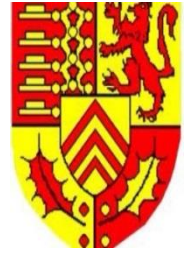


Accessing your Office 365 Account



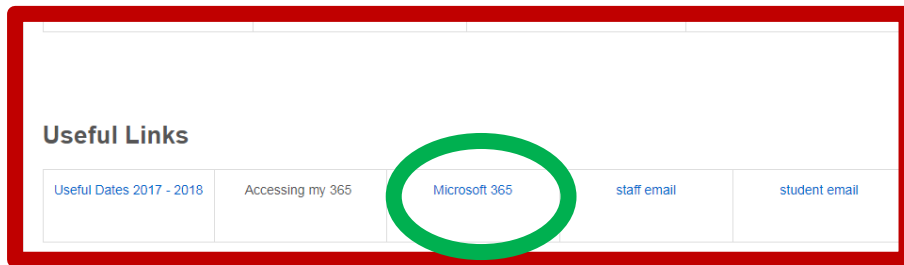
Go onto the school website:

www.bryncelynnog.org.uk

The screenshot shows the website for Bryn Celynnog Comprehensive School. At the top left is the school crest. To its right, the text reads "BRYN CELYNNOG Comprehensive School" and "Nurturing Success" in a script font. Below this is a navigation menu with links: Home, About Us, Pupils' Information, Parent Information, Curriculum, Sixth Form, Newsletter, and Contact Us. The main content area features a large photograph of students in a classroom setting, with one student using a tablet. Below the photo, there is a line of text that is partially obscured but appears to say "As a true comprehensive school, we aim to provide an excellent education for all types of learner, from our potential Oxbridge candidates to those..."

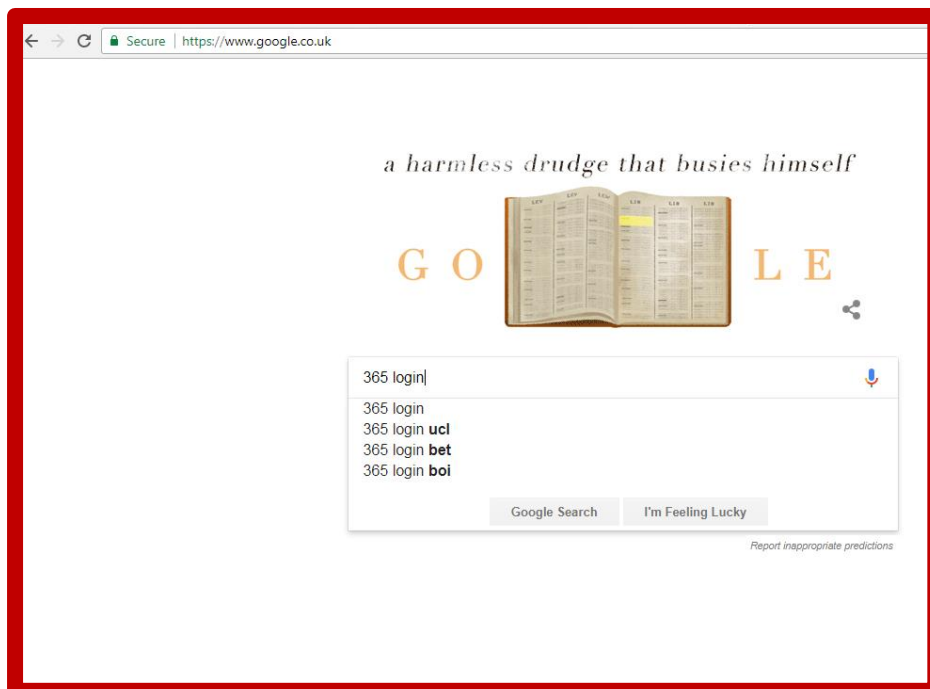
Scroll down to the bottom of the home page.

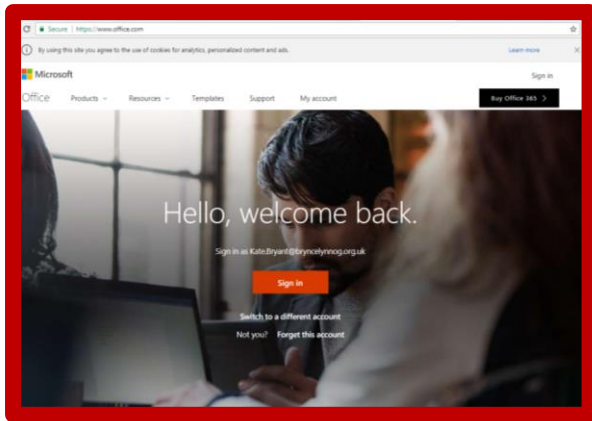
Select the link to access Microsoft 365



Alternatively

Google "365 login"





You will need to sign in

Your login details are:

Your **username** to log onto a school computer followed by
@bryncelynnog.org.uk

For example:

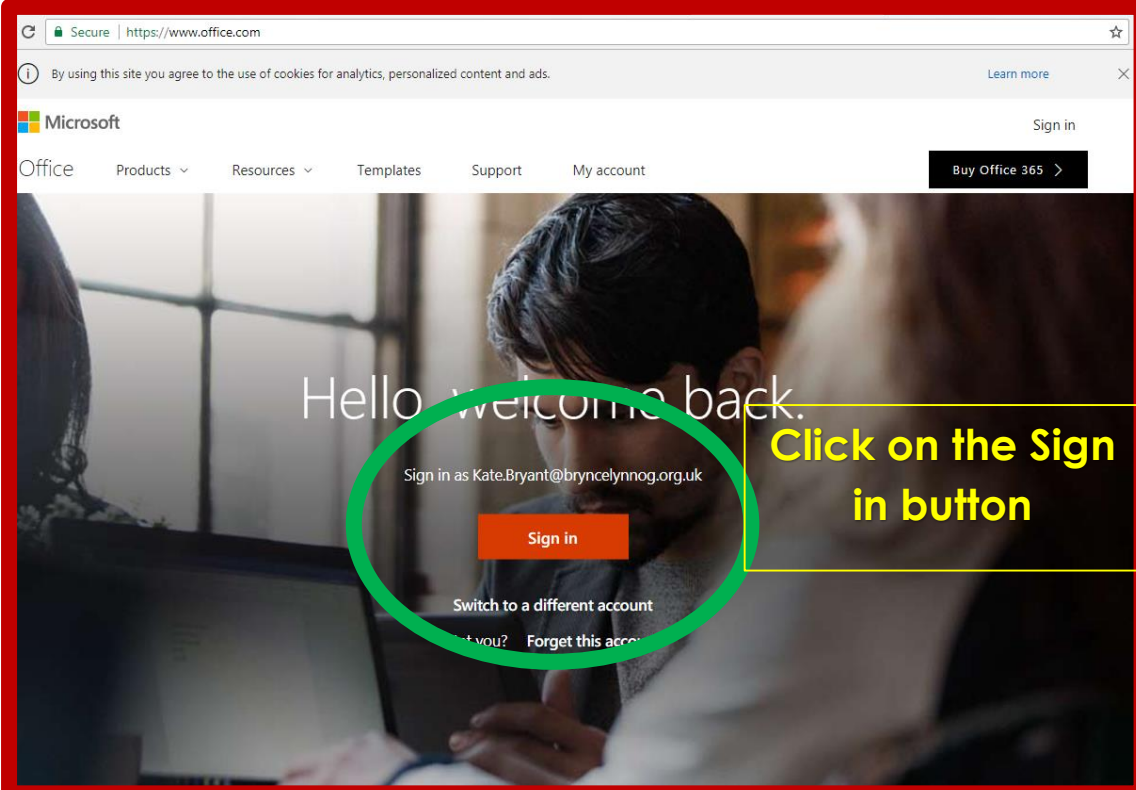
12994@bryncelynnog.org.uk

bryn15davsam@bryncelynnog.org.uk

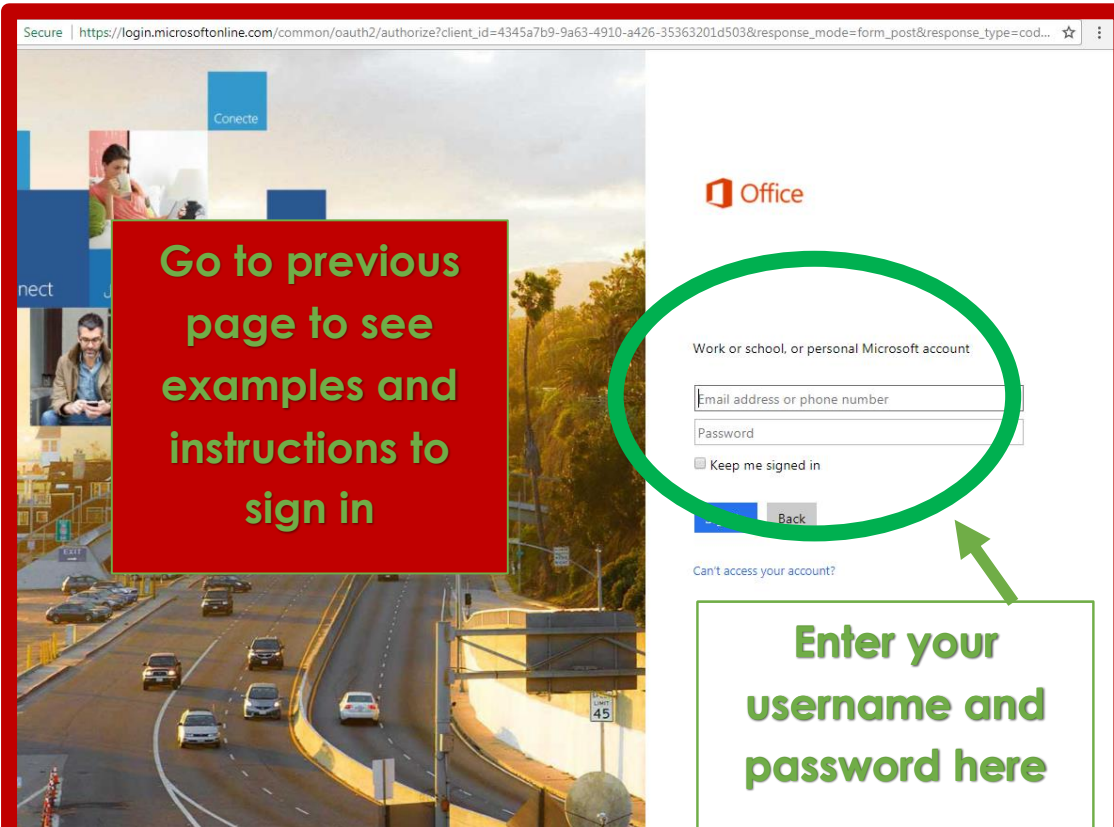
16davsam@bryncelynnog.org.uk

Your **password** is the same as the one you would use to log onto
the school computer

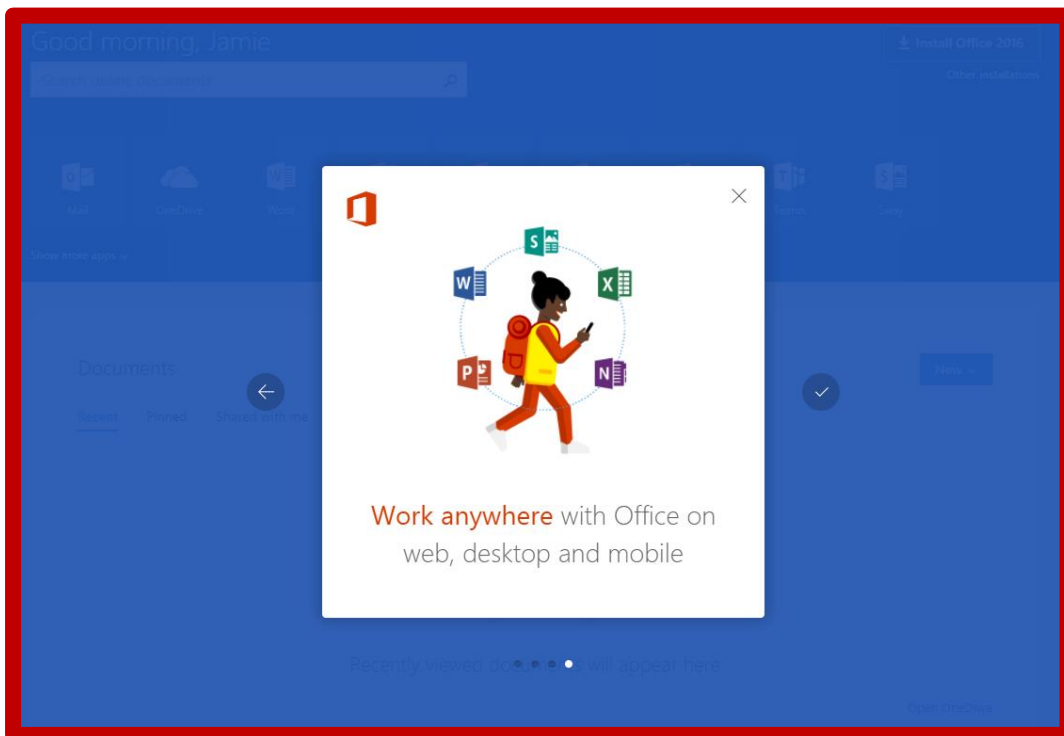
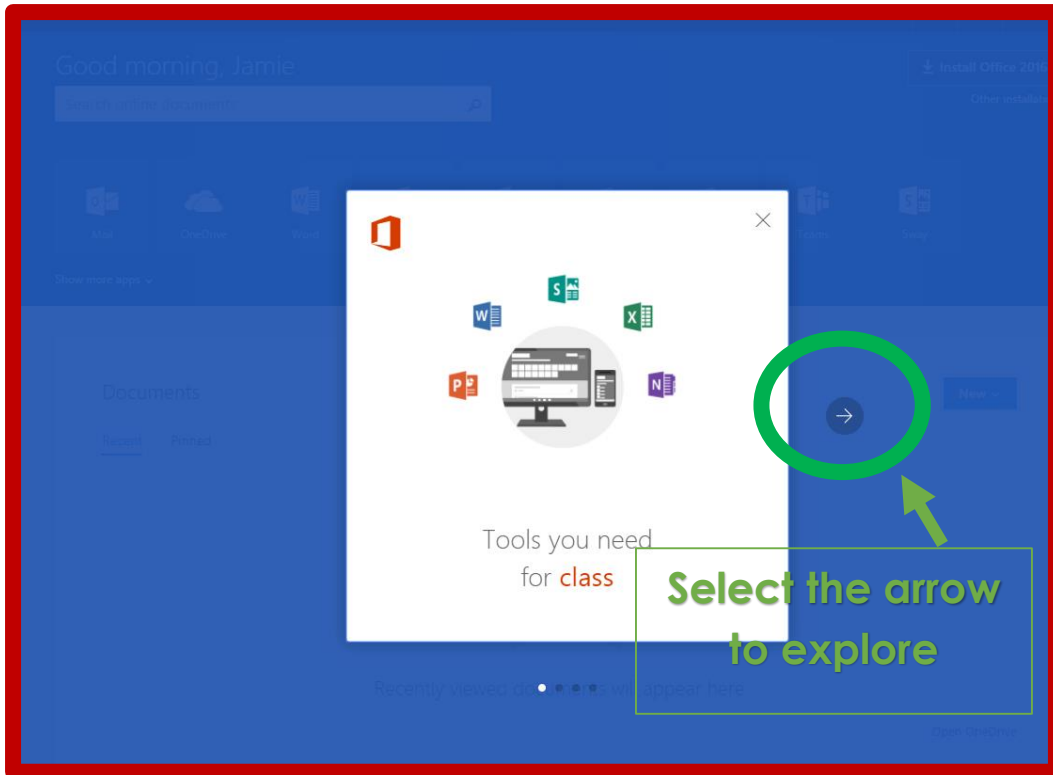
To sign in you will need to...



A screenshot of the Microsoft Office website. The browser address bar shows "Secure | https://www.office.com". A cookie consent banner is visible at the top. The Microsoft logo is in the top left, and a "Sign in" link is in the top right. A navigation menu includes "Office", "Products", "Resources", "Templates", "Support", and "My account". A "Buy Office 365" button is also present. The main content area features a large image of a man looking at a laptop. Overlaid on this image is the text "Hello, welcome back." and "Sign in as Kate.Bryant@bryncelynnog.org.uk". A red "Sign in" button is highlighted with a green circle. Below the button are links for "Switch to a different account", "Forgot your account?", and "Forgot this account?". A yellow box on the right contains the text "Click on the Sign in button".

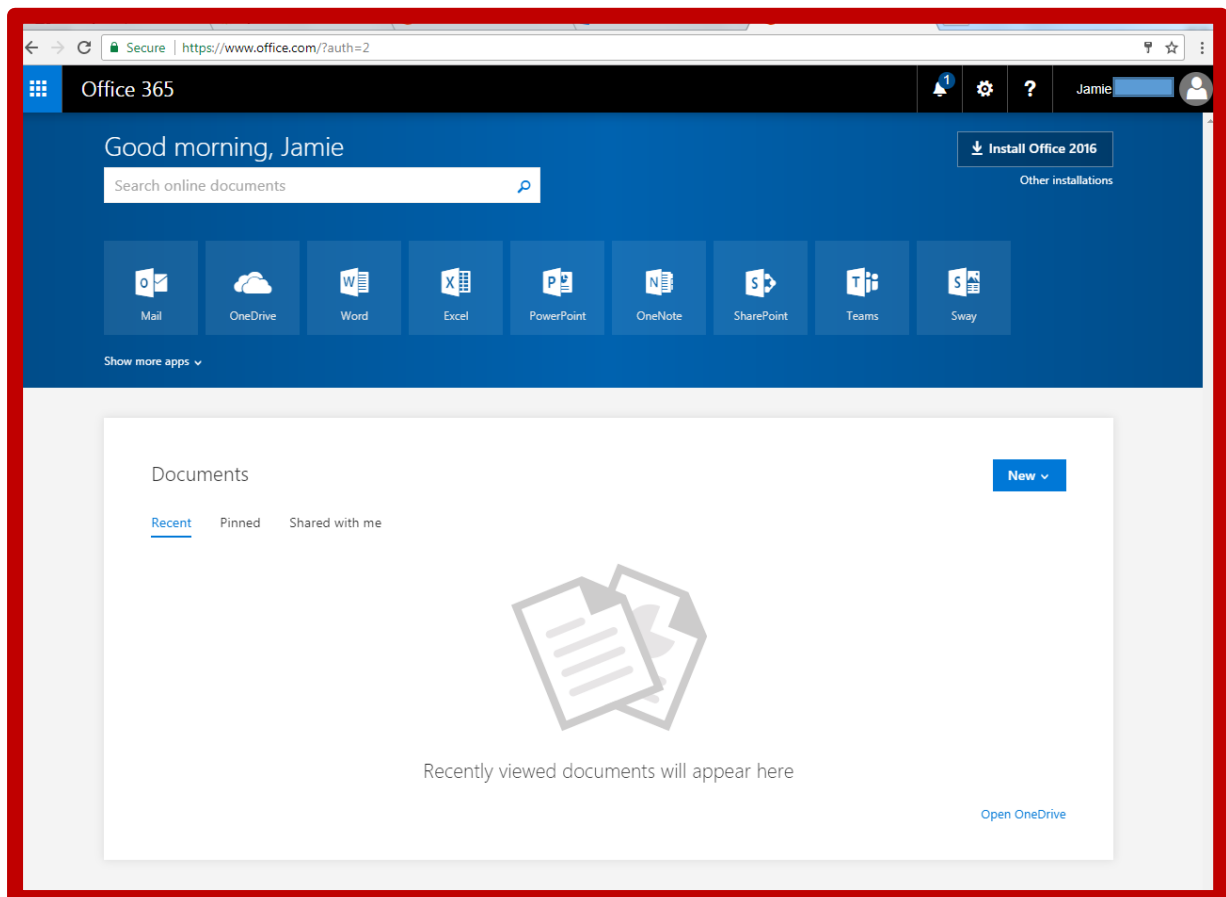


A screenshot of the Microsoft Office login page. The browser address bar shows "Secure | https://login.microsoftonline.com/common/oauth2/authorize?client_id=4345a7b9-9a63-4910-a426-35363201d503&response_mode=form_post&response_type=cod...". The page features the Office logo and a sign-in form. The form includes a "Work or school, or personal Microsoft account" label, an "Email address or phone number" input field, a "Password" input field, and a "Keep me signed in" checkbox. A "Back" button is located below the form. A red box on the left contains the text "Go to previous page to see examples and instructions to sign in". A green circle highlights the sign-in form fields, with a green arrow pointing to a green box at the bottom right that contains the text "Enter your username and password here".



You will have access to Microsoft Office
(word, excel etc.)

Also your email. (This email account should be used for school purposes only. For example, to email your homework to your teacher or provide feedback to a peer or receive feedback.)



You will be asked to select a time zone, you can select

Dublin, Edinburgh, Lisbon, London from the list.

