

LOGGING ON TO OFFICE 365

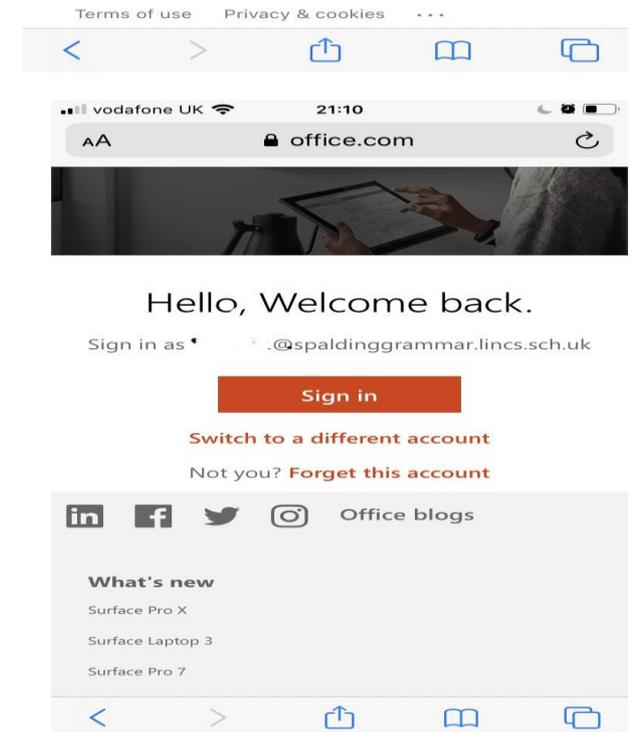


LOGGING ON TO MICROSOFT 365

- Please type **Portal.office365.com** into your web browser.
- Please do not use Frog to access your emails.
- If it is the first time you have logged in to Office 365, you will be asked to add your school email address

You should see 'Hello, Welcome back', if you have used 365 before. You may be asked to pick an account, which will be your school account.

- If you have not used 365 before, you may need to enter your school email address to sync with the organisation
- Sign in as (username), not email address and password



LOG IN TO SGSSERVICES.SPALDINGGRAMMAR.LINCS.SCH.UK

- You will see a message

Log in to sgsservices.spaldinggrammar.lincs.sch.uk

- Sign into the account you use for Office 365
- Username- eg usual student user name, (not email address), and password
- Log in
- You may be asked to repeat this
- If you have any issues, go and to see IT during Tutor Time today!**

