

Microsoft 365 Online Username

Example users name: Joe Bloggs

Year group: Year 7

Format for the username is Initial + Surname + Year (YY)*

Therefore the username would be: jbloggs20@glenmoorandwinton.org.uk

The number at the end of the username is as follows:

Current Year Group	Number to add to end of username
Year 7	22
Year 8	21
Year 9	20
Year 10	19
Year 11	18

**Surnames with hyphens or apostrophes may be formatted in a different manner. If unsure, please email smhw@glenmoorandwinton.org.uk.*

The password for Microsoft 365 is the same as the password used for the school computers and Show My Homework.

Students should be signing in to the following services using their Office account:

Bedrock, Seneca, Show My Homework, Sparx Maths, Sparx Reader, School Computers, Office 365 (Teams/Emails)

Login [Forgot password?](#)

Staff Parent **Student**

I already have an account
 I don't have an account yet

Search school

Enter email address

Enter password

Log in

Or log in with:

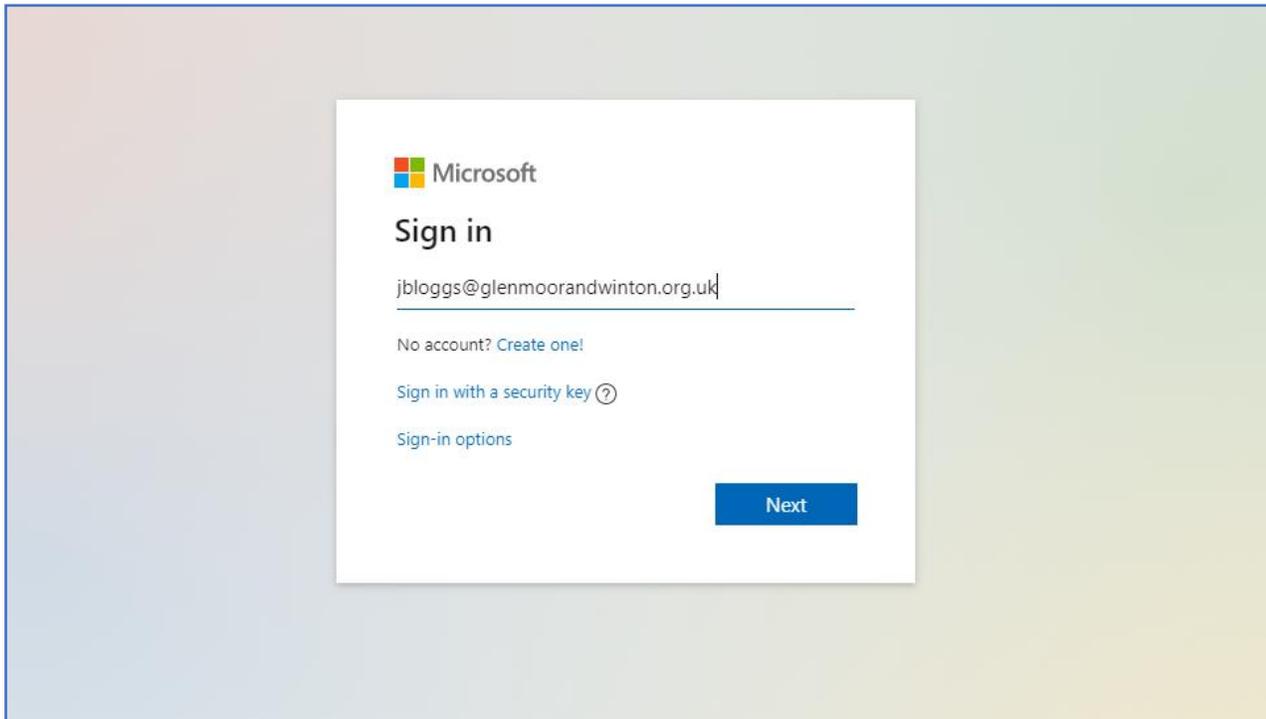
Sign in with Office 365 ✓
Sign in with Google
Sign in with RM Unify

Logging in to Microsoft 365 for the first time

To login to Microsoft 365, browse to the below website in a web browser.

<https://office.com>

1. Click on **Sign in** on the top right-hand corner of the page.
2. Type in the student username e.g. jbloggs20@glenmoorandwinton.org.uk. Click **Next**



3. Enter the password. If unsure of the password when setting this step up for the first time, email smhw@glenmoorandwinton.org.uk to get a new one.
4. When students first login to Microsoft 365 they will see a screen (see below) asking for authentication information. **You must set up this step**, as it will enable students to reset their password without the need to contact IT. You will need to download the Microsoft Authenticator App to your phone. This is a free app. If you are being asked for any payment then this is not the correct app. If you are unable to download Microsoft Authenticator then click 'I want to set up a different method' link below.

Keep your account secure

Your organisation requires you to set up the following methods of proving who you are.

Microsoft Authenticator



Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

Once you've installed the Microsoft Authenticator app on your device, choose "Next".

[I want to use a different authenticator app](#)

[Next](#)

[I want to set up a different method](#)

5. Once done, click 'Finish'.

Resetting passwords from home

Microsoft 365 Authenticator is used to reset forgotten student SMHW passwords from home. This can only be done if the authentication setup has been completed in Microsoft 365, as shown in the step above. If it has not been possible to set up Microsoft 365 as shown above, please email smhw@glenmoorandwinton.org.uk for a new password. In the future students can then reset their passwords from home.

1. Click 'Sign in' on the top right-hand corner of the <https://office.com> homepage. Have Microsoft Authenticator open on your phone.



Sign in

Email address, phone number or Skype

No account? [Create one!](#)

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

[Sign-in options](#)

Back

Next

2. Click 'Can't access your account?'



Which type of account do you need help with?



Work or school account
Created by your IT department



Personal account
Created by you

Back

3. Select 'Work or School Account'

Microsoft

Get back into your account

Who are you?

To recover your account, begin by entering your user ID and the characters in the picture or audio below.

User ID:

Example: user@contoso.onmicrosoft.com or user@contoso.com



Enter the characters in the picture or the words in the audio.

Next

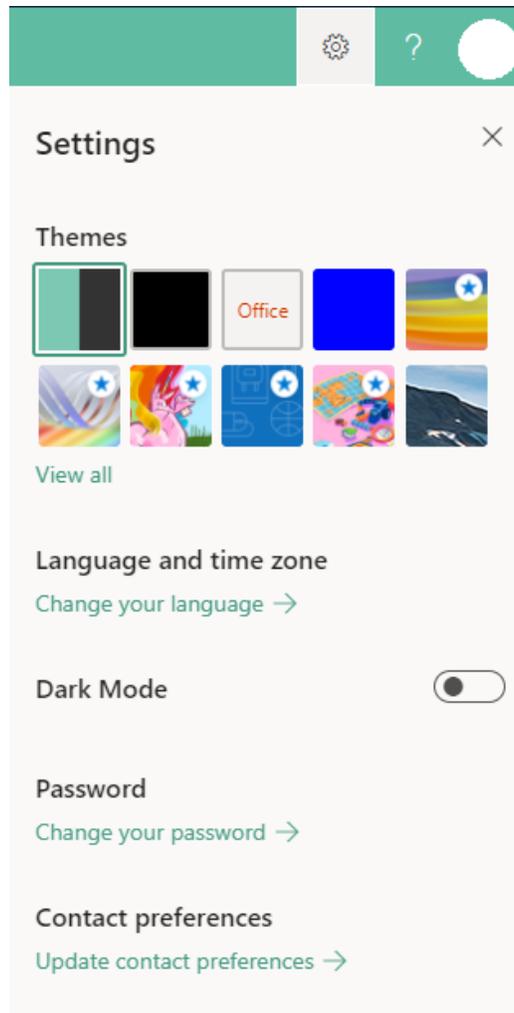
Cancel

4. Type in the student username (e.g. jbloggs20@glenmoorandwinton.org.uk) and enter the characters in the picture. Click Next.
5. This will send code to the authenticator app that was set up during the authentication setup process. If the code fails to appear after 60 seconds and multiple attempts, please email smhw@glenmoorandwinton.org.uk.

Changing student passwords from home

Students may wish to change their password, perhaps because their password is not very secure or because they have trouble remembering the password they've been given. The steps to do this are below.

1. Once logged in to Microsoft 365, click on the 'cog' icon on the top right-hand side of the home screen.



2. Click 'Change your password'.
3. Follow the password guidance below.

*Passwords must be a minimum of **8 characters long with 2 numbers and a symbol.***

Microsoft 365 will not accept any 'common phrases', which means that any commonly used words will often be rejected. This means passwords containing words such as Password, Glenmoor, Winton, Student etc. are likely to not be accepted. If you are having difficulty selecting a suitable password, random password generators are available online, or make up a passphrase.

Passphrases and strong password tips

Important - Please try to use a complex password that is not easy to guess!

Password Tips

Make your password long. This is the most critical factor. Choose nothing shorter than 8 characters, more if possible.

Use a mix of characters. The more you mix up letters (upper-case and lower-case), numbers, and symbols, the harder it is for a brute force attack to crack it.

Avoid common substitutions. For example, DOORBELL or D00R8377 are equally easy to guess.

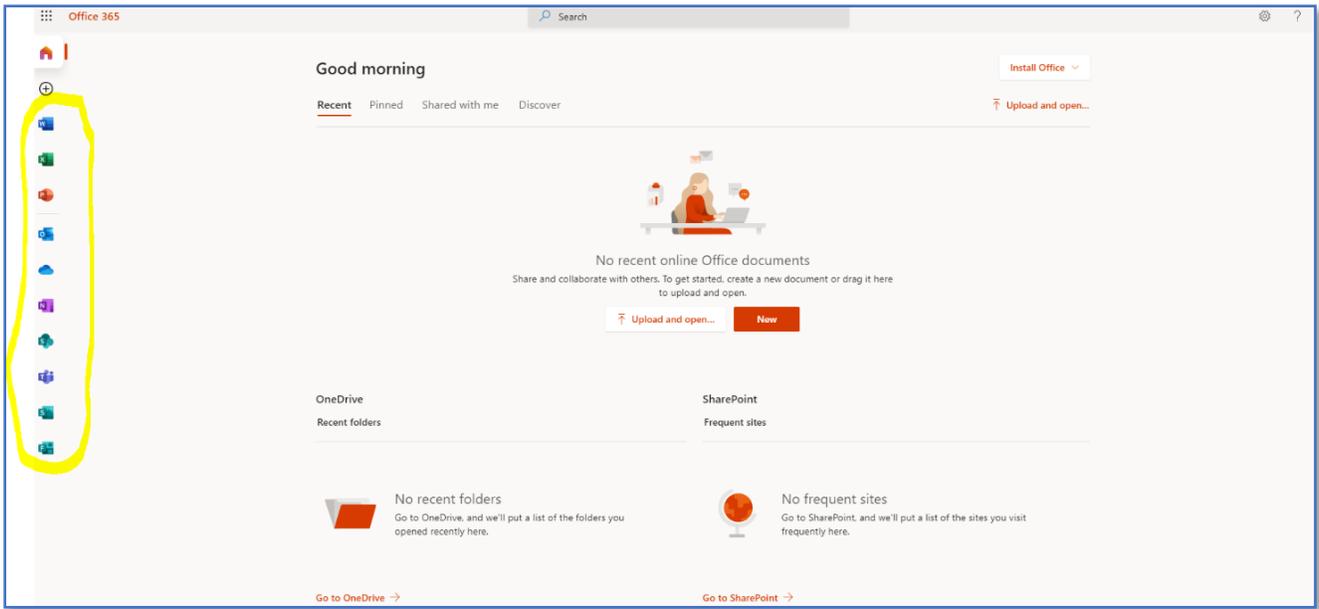
Never use common words/phrases like Password or Glenmoor / Winton.

Do not use sequential letters on your keyboard (like QWERTY). These are among the first to be guessed.

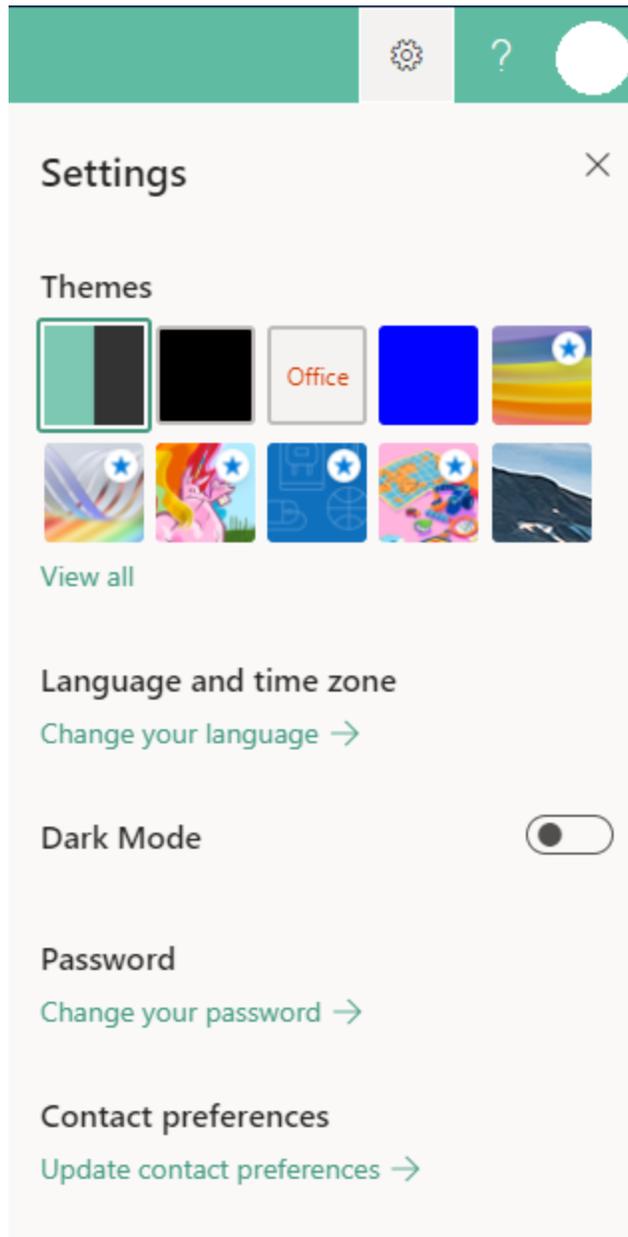
A passphrase is an easy way to make a memorable complex password which is difficult to crack. Choose three or more random words e.g. 'Bicycle Nintendo Cloud' and combine with a number and symbol to make a strong but memorable password.

Using Microsoft 365

When students have logged-in they will be presented with the home screen below. The left-hand menu provides easy access to web-based versions of Microsoft software, such as Excel, PowerPoint and Word.

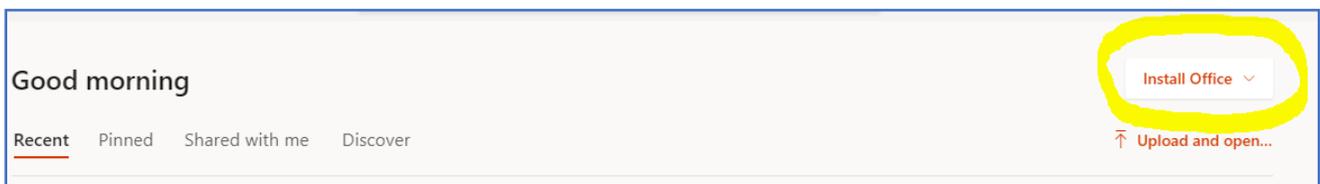


Settings can be changed by clicking on the top right corner icon.



Installing Office on your personal computer

Students are entitled to download Office software onto 5 separate devices. To do this, click the [Install Office](#) button on the top right-hand corner of the Office home screen.



Outlook (Email)

Students can access their emails using the link below.

<https://outlook.office.com/mail/inbox>

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