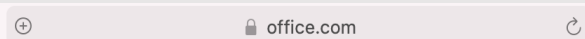


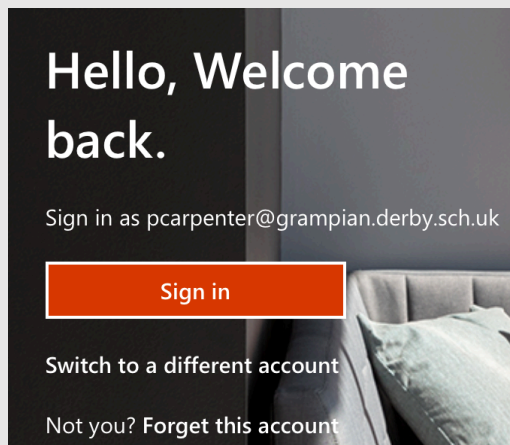
Accessing your remote learning accounts (on a laptop)

Step 1: Accessing the App

You can access the app by going to **office.com** in your internet explorer.



Click to sign in.

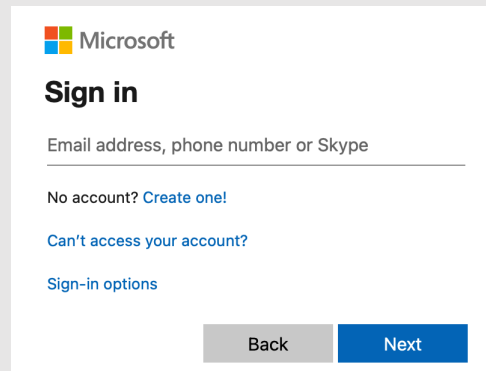


Step 2: Signing in

Sign in using your school account. This will be your first initial, a full stop, then your last name @grampian.derby.sch.uk.

Example:

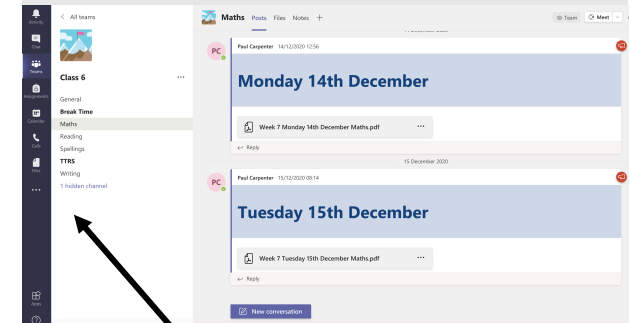
p.carpenter@grampian.derby.sch.uk



Passwords have been set by school. It will have a capital letter and a number in. For example, **Grampian1**. Ask your teacher if you forget.

You may get asked for more information. Click cancel to pass this screen.

Step 3: Finding your work



Choose the correct lesson from the channels.

Pick the correct date.

Activities and videos will be available underneath the correct date.

If you have problems opening the activities, ask your teacher in by adding a new conversation.

Work can be completed on paper or on the document. Upload a photo to the conversation for your teacher to give you some feedback and help if you are stuck.