



## **Your School Issued Microsoft365 Account**

This one account is used for email, Teams, OneDrive and any platform available through Microsoft365.

For information on your school login details please turn to page 12 in your school planner. On this page you should have written down both your school username and password. A reminder that your school username formats to the following format:

The year you joined the school + first 3 letters of your first name + first 3 letters of your surname

For example, a student called Lewis Hamilton who joined year 7 in September 2020 would have the following username: 20lewham

The password that was created as part of this process and is also written on page 12 of the planner, is going to be used for all accounts related to the student.

### **Page 12 of the planner**

**PERSONAL ICT INFORMATION**

To log on to the school computers you will need to remember your school username:

My school Username is: \_\_\_\_\_

Your Username is based on the year you started, the 1st three letters of your First Name and the 1st three letters of your Surname.

e.g. The year you started school: 2020

Full Name: Jane Bloggs

Username will be 20janblo

To log on to the Internet you will need to remember the following username:

My email address is: \_\_\_\_\_

**IMPORTANT**

Your Internet password should not be shared with anyone. If you suspect someone knows then go to the IT Support Department to have your password changed.

To access the school website please use the following address:  
<http://www.bcweb.org.uk>

To access your school E-mail please use the following address:  
<http://mail.office365.com>

**ICT VISION STATEMENT**

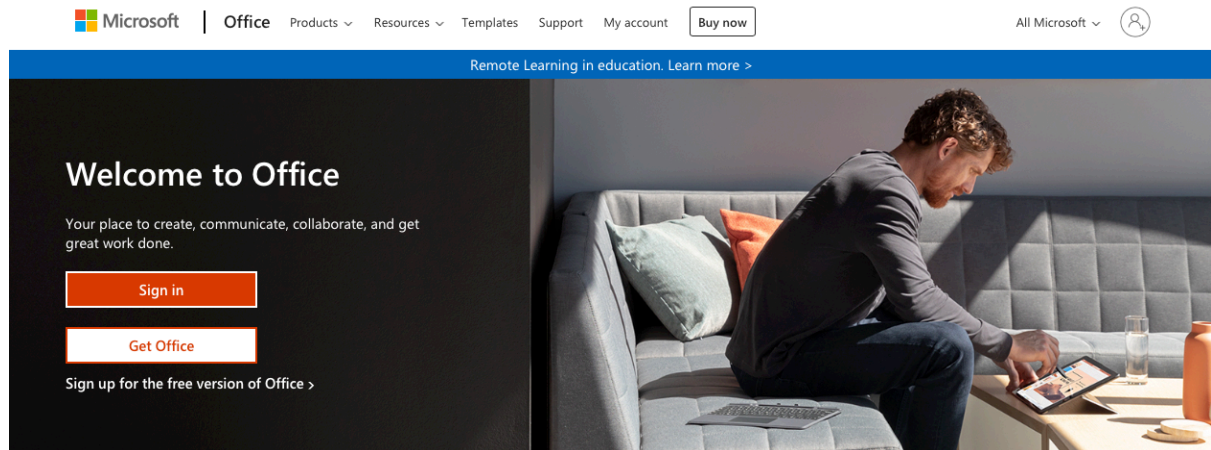
Our vision for ICT focuses on supporting and enhancing the aims of the school and the Every Child Matters agenda, including the introduction of innovative practices to transform the education of our students - by personalising the learning experience; creating a flexible learning environment; supporting all staff through professional development and by providing tools for collaboration, management and administration; and by enabling secure and reliable communications between the school and parents, other schools, the local authority and children's service.

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## Logging into your school email address

To login to your school email address you will need to use a web browser to go to the following website:

[www.office.com](http://www.office.com)



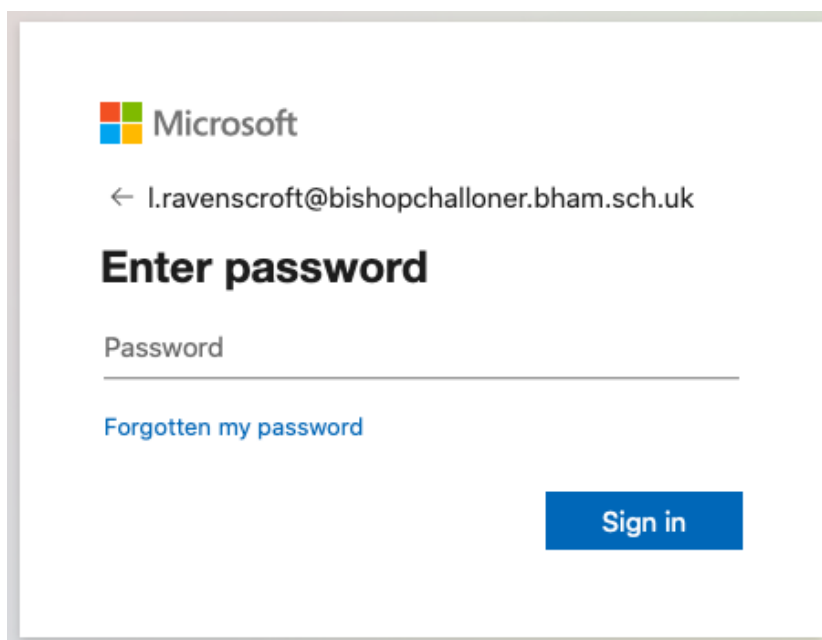
The above screen should appear as the homepage. From here click Sign in (the orange box on the left-hand side).

A screenshot of the Microsoft Sign in page. It features the Microsoft logo at the top left. Below it is the heading 'Sign in'. A text input field is labeled 'Email address, phone number or Skype'. Below the input field are three links: 'No account? Create one!', 'Can't access your account?', and 'Sign-in options'. At the bottom right is a blue 'Next' button.

You will then be presented with the box above. A student's school email address is their school username followed by @bishopchalloner.bham.sch.uk. Using the example of Lewis Hamilton earlier, the email address for this student would be:

20lewham@bishopchalloner.bham.sch.uk

Clicking Next will bring up the following box:

A screenshot of a Microsoft login page. At the top left is the Microsoft logo. Below it is a back arrow and the email address 'I.ravenscroft@bishopchalloner.bham.sch.uk'. The main heading is 'Enter password'. Below this is a text input field labeled 'Password'. Under the input field is a blue link that says 'Forgotten my password'. At the bottom right is a blue button with the text 'Sign in'.

The password is the same password that they used to logon to the school computers. This is the password that students should have wrote down in their planners on page 12.

On the resulting screen will be the apps available to the student. The apps will either be presented in a menu down the left hand side or across the middle – this changes depending on browser being used. The email app – Outlook, has the following logo:



### **Teachers email address format**

If you need to email a teacher, they have the following format for their email addresses.

First initial + full stop + surname + address

Using the Lewis Hamilton example as a teacher, they would have the following email address.

[l.hamilton@bishopchalloner.bham.sch.uk](mailto:l.hamilton@bishopchalloner.bham.sch.uk)

A list of current teaching staff can be found at the following address:

<https://www.bishopchalloner.org.uk/catholic-college/about/teaching-staff>

On this page there is also an email link below each teacher.