



ORMISTON
DENES ACADEMY

[OAT]
Ormiston Academies Trust
AN OAT ACADEMY



A Student's Guide to
getting connected at home
with their Ormiston Denes Academy
Microsoft 365 Account.

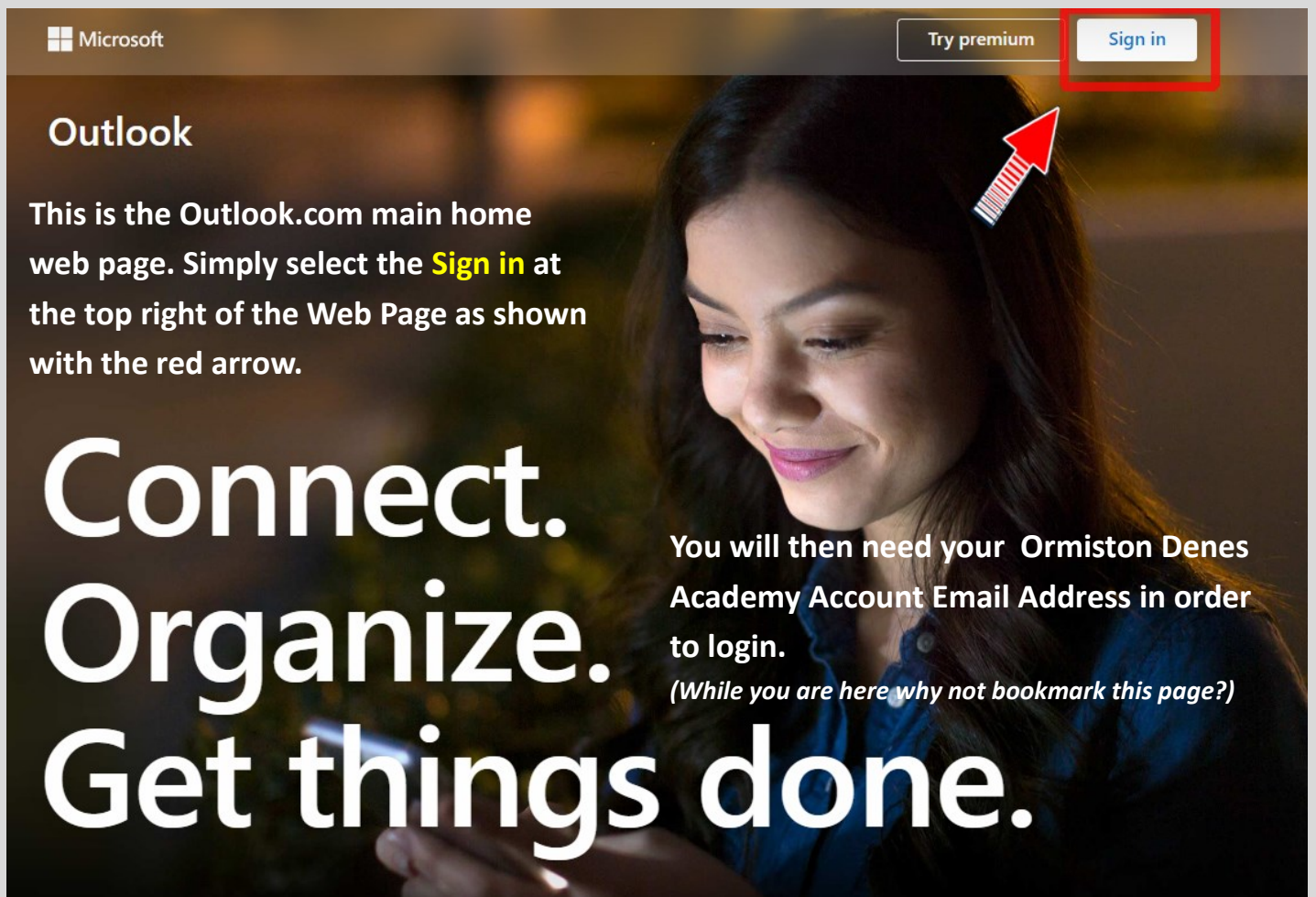
1. How to Log in to your School Account



Firstly turn on your home Laptop or Desktop PC, log into your device if needed and connect to your home Broadband, Internet Dongle or Personal hotspot. (You will need to have internet access for this.)

Next open the Internet Browser: *This can be:* Apple Safari, Google Chrome, Firefox, however for the best experience we recommend Microsoft Edge which comes free with any Windows 10/11 PC or laptop. (Shown here on the left)

2. Type Outlook.com into your Internet Browser



Microsoft

Try premium **Sign in**

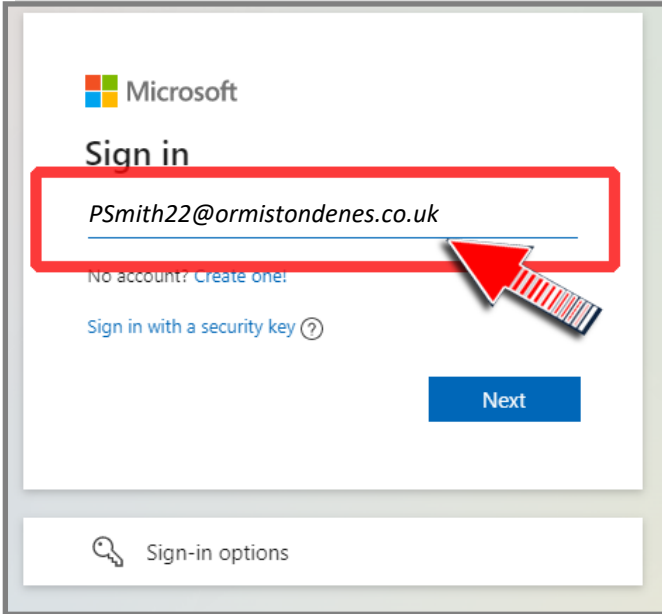
Outlook

This is the Outlook.com main home web page. Simply select the **Sign in** at the top right of the Web Page as shown with the red arrow.

Connect. Organize. Get things done.

You will then need your Ormiston Denes Academy Account Email Address in order to login.
(While you are here why not bookmark this page?)

3. Your ODA Log in Details



The format for the Student Account is normally:

1. First Initial
2. Surname
3. Intake number

Year Group	Year Started	Intake No.
7	2022	22
8	2021	21
9	2020	20
10	2019	19
11	2018	18

So for example:

Peter Smith in Year 7

PSmith22 (No spaces or dots)

Peter Smith in Year 7 has an email account of **PSmith22@ormistonden.es.co.uk**

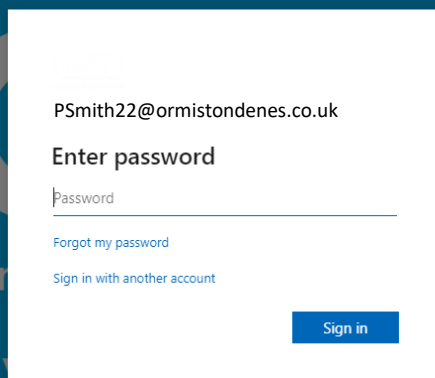
Your Student Account details:

Add your Password here if you wish:

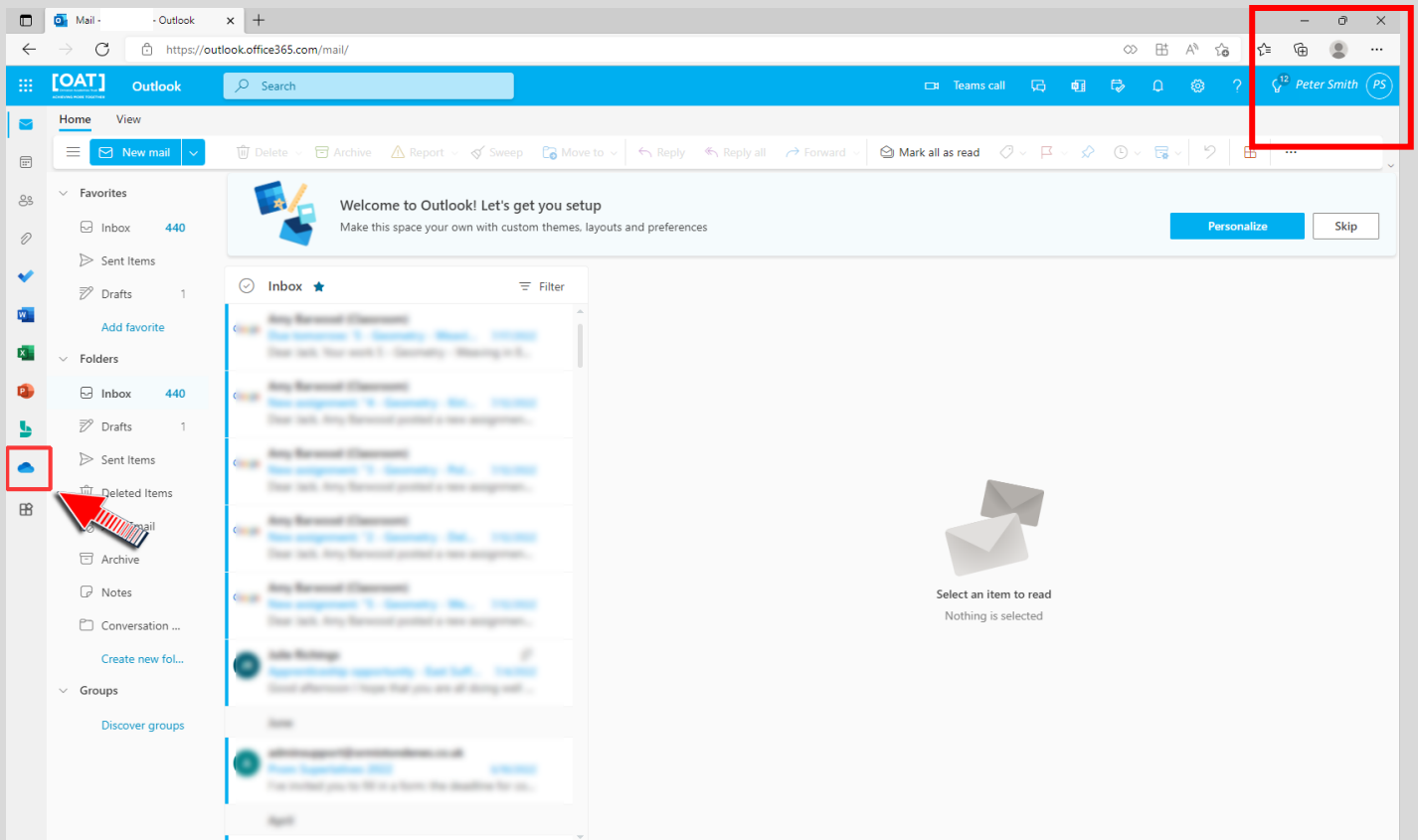
*In some cases the first initial maybe changed to a full name or extra letter. For example if there are two **PSmith22s** then the second student to join the academy in the same intake year may have their username as their full name; PaulSmith22.*

4. Logging in with your password

You will see both these screens when logging in with your Password. If you have forgot your password it's a good idea to request it in advance from the Academy . If your Password has been reset it will be **Denes123**. You will be prompted to change it. This must be 8 characters long with an uppercase, lowercase letter and a number.

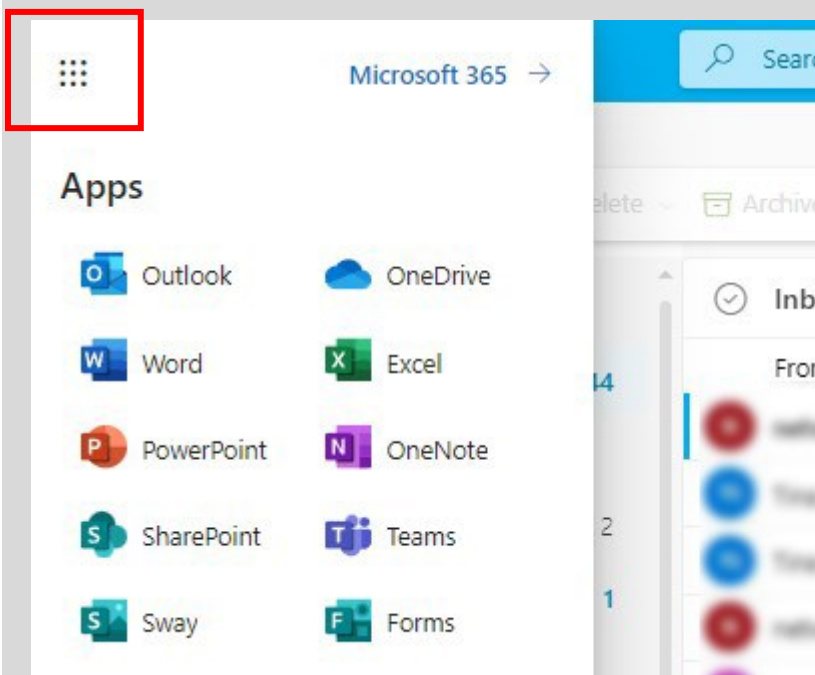


5. Outlook Email and OneDrive



Once you have logged into Outlook.com you will see the above screen. Highlighted in the red box at the top right will be your name so that you know you are correctly logged in. On the left we have a list of available apps from Microsoft including Word, PowerPoint, Excel and at the bottom shown with another red box and a arrow is OneDrive. This is where ALL of your ODA files will be stored. Simply select this to open and browse for your files.

6. Teams



To access Teams simply open the 'Waffle' 9 dot square in the top corner of the Outlook window. (Shown with a red box) This will show the full range of MS365 Apps available to you and the 'Teams' App needed for your Teams Classroom set by your Teacher.

Inside the Teams App you will find on the left menu, Teams (Classrooms you have joined). In here will be a set of folders directing you to Home Work and Class Work.

**We hope you found this guide useful.
. Ormiston Denes Academy .**