USING MICROSOFT TEAMS

How to Login

On any web browser, e.g. Google Chrome, Internet Explorer, Safari etc, go to www.office365.com

Click sign in and sign in with your full school email address which is your computer username followed by

.................@corearena.academy

Example 1: John Smith is in year 7, so his email address is

22jsmith@corearena.academy

Example 2: Amy Jones is in year 8, so her email address is

22ajones@corearena.academy

You will then be directed to the login page for the Trust – this is like if you are logging into a computer in school, so your username is your computer log in you would normally use at school and the password is the one you set at school. Once you sign in, you will get the page below

Click on the Teams icon
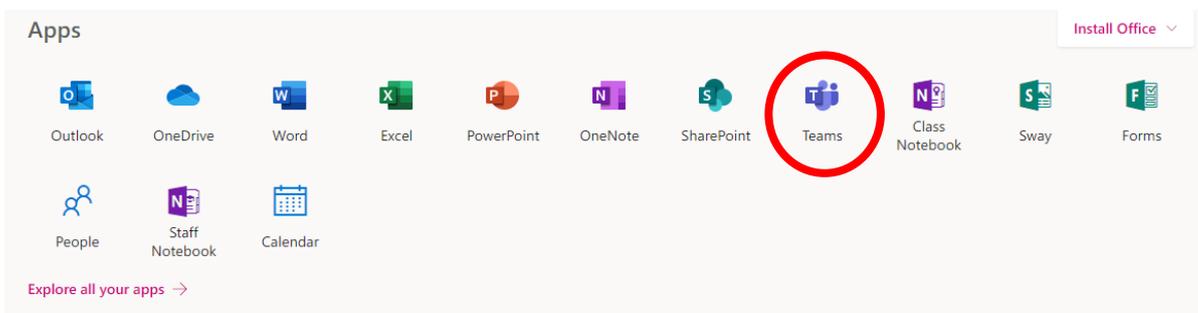
You should now see all the Teams that we have set up for you at school. If for any reason you are in a wrong Team, put a message in the helpdesk and we will get you moved to the correct one. You can also install the desktop version of Teams for free.
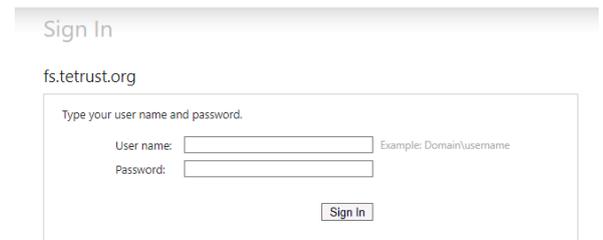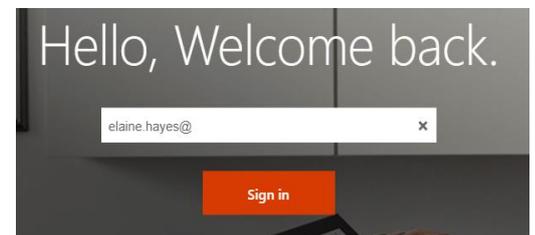
Office 365

For Office 365 and Teams, you will log in with your school email address. This is usual a two digit number (the year you joined Arena Academy) followed by your first initial and full surname, without spaces. The first part of the email address is <u>exactly</u> the same as the username you log into the school computers with.

GCSEPod have the same username and password.

The usernames have a two digit number and your full name.

Click sign in and sign in with your full school email address which is your computer username followed by ....@corearena.academy

<u>Example 1</u>: John Smith is in year 7, so his email address is 22jsmith@corearena.academy

<u>Example 2</u>: Amy Jones is in year 8, so her email address is 21ajones@corearena.academy

- Year 7 start with 22
- Year 8 start with 21
- Year 9 start with 20
- Year 10 start with 19
- Year 10 start with 18

Helpdesk

If you have any issues, please contact us using the email addresses below.
- itsupport@corearena.academy
- mateo@corearena.academy
- mkhan@corearena.academy
- safzal@corearena.academy
- dsandhu@corearena.academy

gcsepod
education on demand

We also highly recommend that students use GCSEPod to supplement their remote learning lessons.

How do you get it?

You have already been registered with GCSEPod so:

1. Go to www.gcsepod.com and click **Login**

2. Select the 'sign in with office 365' button.
3. Accept the terms and conditions, you are ready to go!
4. If you are unable to log in with Office 365, your log in details are your school email address and password is Arena23!