




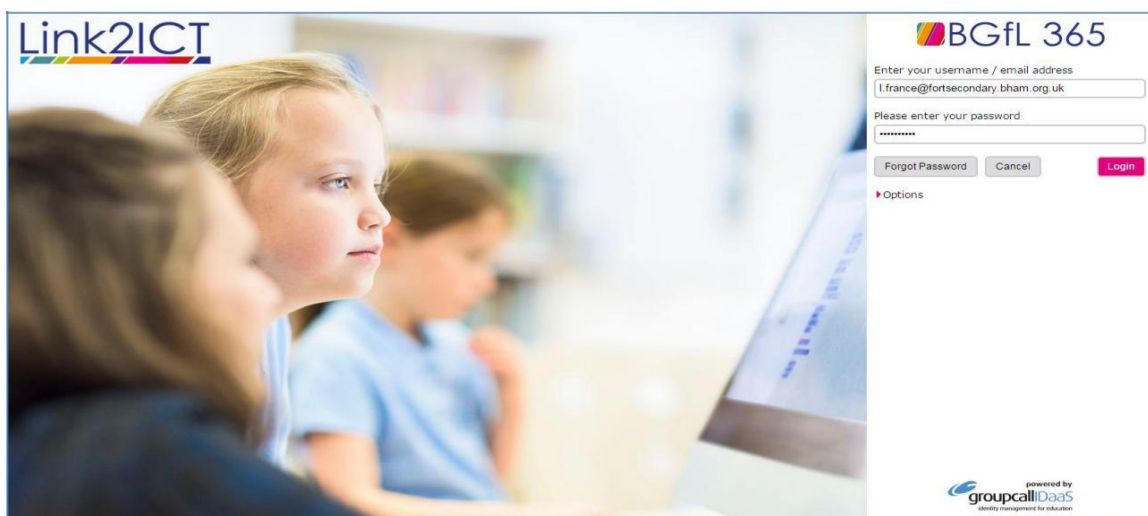
This document will help you log into/log out of your child's school email account and also access Teams from the BGfL 365 launch pad.

### **School Emails**

To access your emails click on the 365 icon on the school home page-

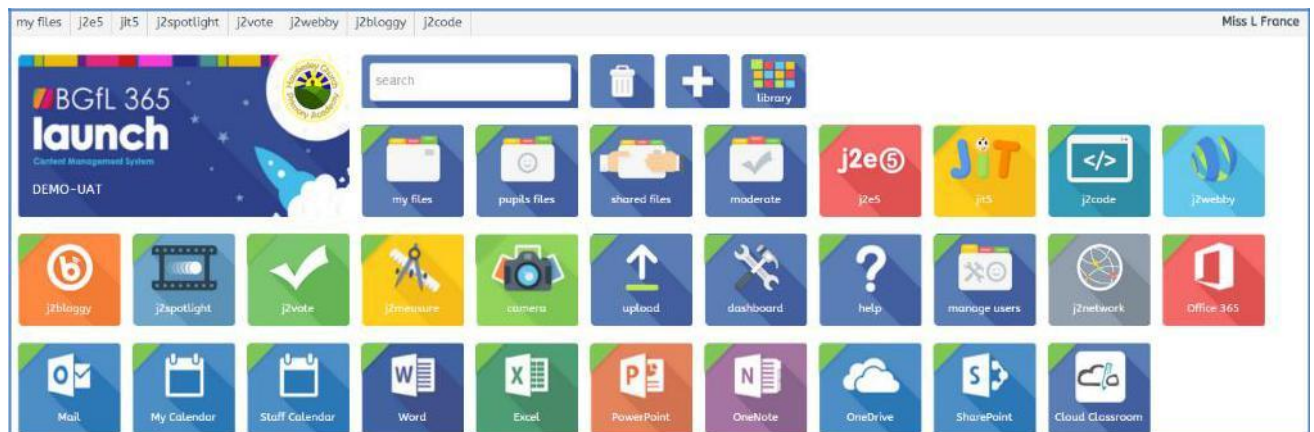


Enter your child's username (this will be your child's school email address) and password into the login screen and then click  :

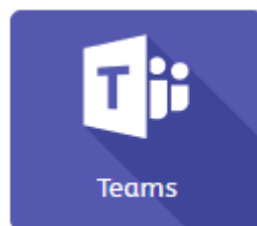


**PLEASE DO NOT CHANGE YOUR PASSWORD**

This will take you to the BGfL 365 launch pad:

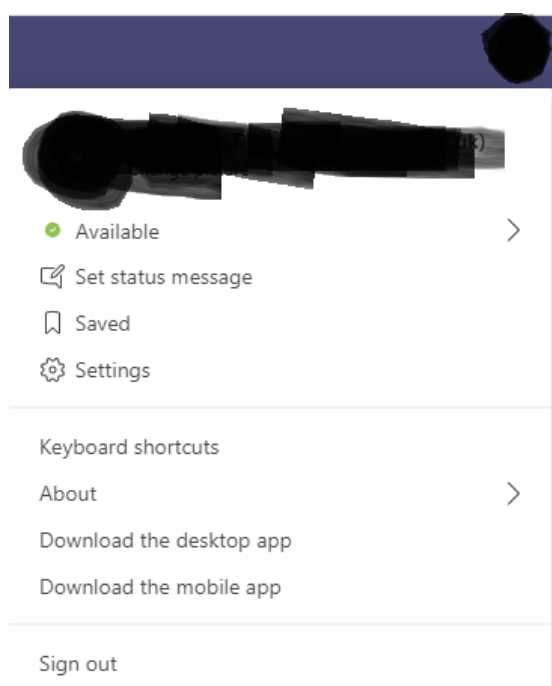


Click on the Teams Icon to access Microsoft Teams



Logging out of your account:

Click on the top right circle when in Microsoft Teams, you will see this screen –



Click on the 'Sign Out' option and wait until you see this screen –



If you have more than one child in school (or have had a child use the schools email login before) you will need to make sure they have fully logged out of 365 before you can continue.

You should see this screen when you go to log into 365 after you have fully logged off. If you see someone already logged in you will have to make sure you remove them from the login screen before continuing.

Click on the cross next to the email to remove the current user, and then continue with your new email address.

