

Student Guide to Logging onto Office 365, email and Arbor

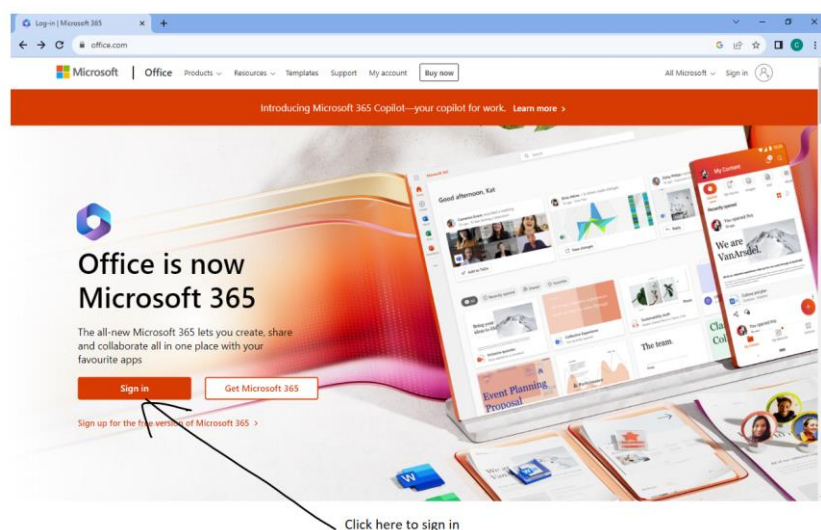
This guide is intended to help you login to the cloud services that we use at St Benedict's.

As a student here you have an account in office 365. This account provides you with:

- an email address
- access to notes from your lessons through Microsoft Teams and OneNote
- Microsoft Office on your devices at home if you do not have this already

Logging into Office 365

Open a web browser and go to www.office.com and click on sign in



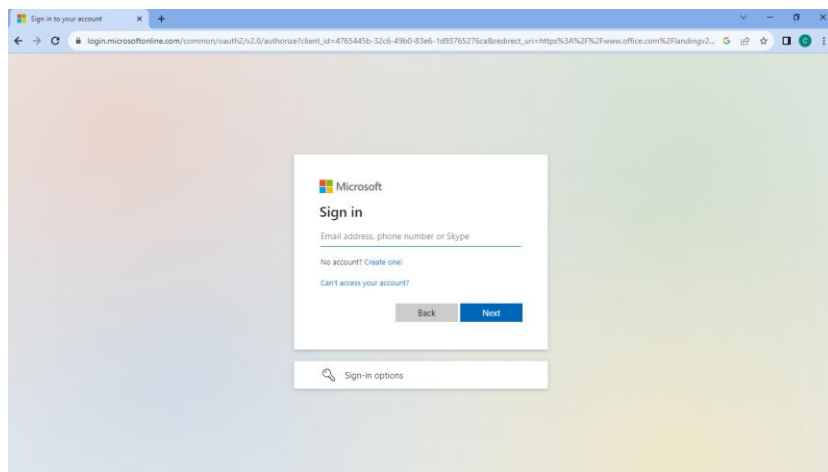
You will be redirected to the office 365 sign in page where you will need to enter your school email address and password.

All school email addresses have the following format:

username@st-benedicts.suffolk.sch.uk

You need to replace the “username” above with the username that you use to login on a school computer.

Your password for office 365 is always the same as the password that you use to login to a computer at school.



You will be taken to the office 365 homepage for St Benedict's

The screenshot shows the Microsoft 365 homepage for St Benedict's Catholic School. The interface includes a left-hand navigation bar with icons for Home, Create, My Content, Feed, Apps, Outlook, Teams, Word, Excel, and PowerPoint. The main content area features a 'Welcome to Microsoft 365' message, a 'Get started' section with 'Create new' and 'Explore apps' buttons, and a 'Recommended' section showing a document titled '2023 Open Morning permission letter'. Four instructional arrows point to specific elements: one to the Outlook icon in the left bar, one to the Teams icon in the left bar, one to the 'Install apps' button in the top right, and one to the OneNote icon in the left bar.

Click here to open email

Click here to open Teams to access lesson resources for the first time

Click here to use one note to see lessons (you need to have used once for your classes to appear in OneNote)

Click here to install office on your device

Click on the outlook button to be taken to your school email.

Click on the teams button to be taken to your class sites. Your resources from your lessons will be uploaded here in a class notebook.

Once you have been to a class notebook through teams you will be able to open that class notebook directly from the OneNote option.

Logging into Arbor

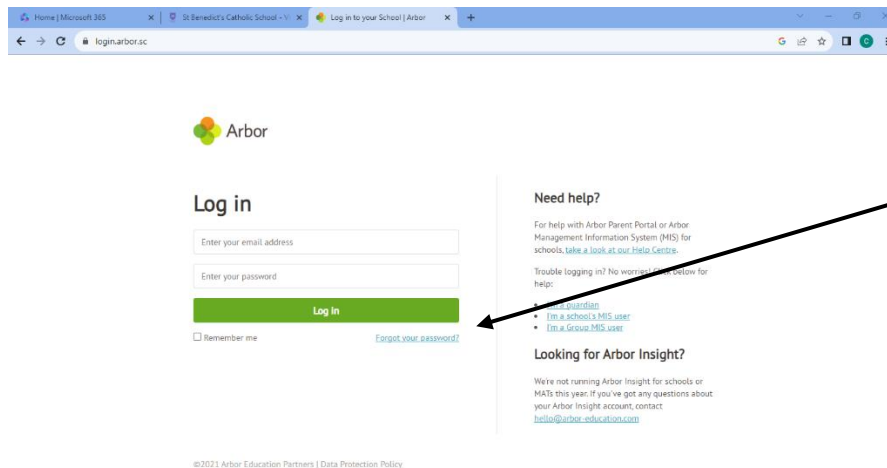
Arbor is the school data system and you can use this to view your timetable and any homework that has been set for you.

To login to Arbor for the first time you need to set up a password. This password is separate from the password that you use to login to the school computers and office 365

To login to Arbor for the first time browse to:

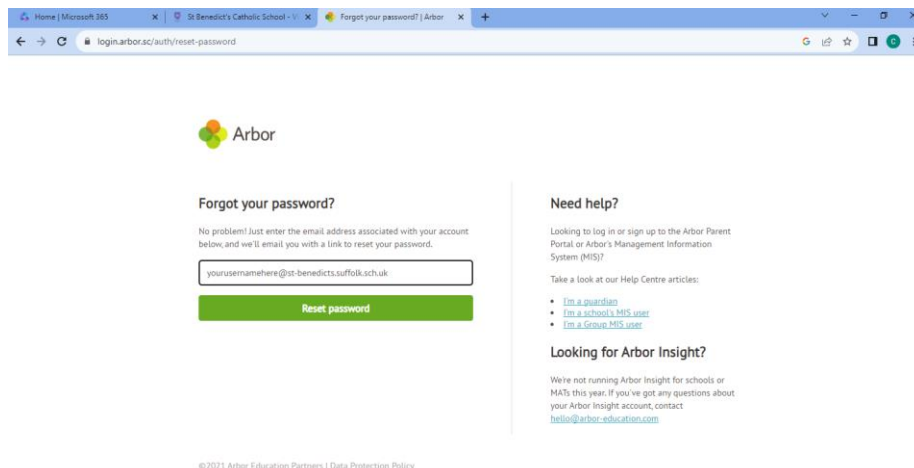
login.arbor.sc or use the link on the our website. Go to the curriculum menu and choose the VLE option and click on the Arbor Icon. <https://www.st-benedicts.suffolk.sch.uk/vle>

click on the forgot your password link



Click here if you have not yet logged into Arbor or have forgotten your password.

On the next page you will need to enter your school office 365 email address.



An email will be sent to your school email address giving you instructions on how to set your password.

You will need to login to your school email following the earlier instructions and follow the reset password link in the email from Arbor.

Once you have set your password, navigate back to the Arbor login page and you will be able to sign in.

Please note that there is an App available for Arbor but this only works for **PARENT** accounts. If you want to sign into Arbor you will need to use a web browser.