Academic excellence for each person in a Christian community

Office 365 Login and Important Information

Office365 – Will give your child access to OneDrive, Word, Excel, Outlook(emails), PowerPoint, Stream and Class Teams

To get started in Office365
Type Office365 into a web browser either Google Chrome or Microsoft Edge.
Please **do not use** Safari or Firefox.

Login when requested using the email address and password that your child has been issued by school.

Your child may have changed their password whilst in school and should have made a note of the new password.

If your child has never logged into Office365 - the format for a school
email address will be as follows -
Year 7 Pupils
23 (followed by first 4 letters of surname, followed by first letter of first name)@archten.croydon.sch.uk

Year 8 Pupils
22 (followed by first 4 letters of surname, followed by first letter of first name)@archten.croydon.sch.uk

Year 9 Pupils
21 (followed by first 4 letters of surname, followed by first letter of first name)@archten.croydon.sch.uk

Year 10 Pupils
20 (followed by first 4 letters of surname, followed by first letter of first name)@archten.croydon.sch.uk

Year 11 Pupils
19 (followed by first 4 letters of surname, followed by first letter of first name)@archten.croydon.sch.uk

Year 12 Students
18 (followed by first 4 letters of surname, followed by first letter of first name)@archten.croydon.sch.uk

Year 13 Students
17 (followed by first 4 letters of surname, followed by first letter of first name)@archten.croydon.sch.uk

Example School Email address
Child's name is John Smith and they are in Year 7 - email address will be
23SmitJ@archten.croydon.sch.uk

NB – If your child has the <u>same surname, initial and is in the same year group</u> as another child, you or your child will have been informed of their username.

Format for Pupils and Student Passwords

If your child has never logged into Office 365 their password will be initially set as - *ATSddmmyy## (ddmmyy being their date of birth)*

Example - *Child's date of birth is 31 October 2009, password is ATS311009##*

Forgotten Password

Your child can reset their own password when not in school. If they have not already set this function up, they can do so by setting up 5 security questions and answers or by providing an alternative email address, **not** their school email address. Please make a note of the questions and answers and the alternative email address to help your child. Your child will be asked to set these up once they have logged into Office365.

For more details, please refer to the letter emailed via School Gateway on 29th September.

Important information regarding acceptable use of Office365:

- Archbishop Tenison's Office365 should only be used for school work and other activities related to school.
- If sending emails, they should not use the "reply all" function.
- Pupils and students are not to use their account to create, display or transmit material that is fraudulent or otherwise unlawful, likely to cause offence or inappropriate.
- Pupils and students must not use their account to view, retrieve, download, or share any offensive material
- Anyone who mistakenly accesses inappropriate material should notify the School immediately.
- Where there is unacceptable use of the school Office365 account, this will be dealt with in line with the school rules. Threatening, intimidating, or harassing staff, pupils, or others is unacceptable.
- All activity on the Archbishop Tenison's Office365 is monitored.