

Sandy Secondary School

Office 365 Staff User Guide

Any issues please contact ITSupport@Sandysecondaryschool.com





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Setting up Microsoft Authenticator

1. When logging in for the first-time off site you will have to set up your **Microsoft Authenticator App**. Please go to the App store or Google store to download it.

Microsoft Authenticator



Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

After you install the Microsoft Authenticator app on your device, choose "Next".

[I want to use a different authenticator app](#)

Office 365

mfa@sandysecondaryschool.com

Finish setting up on a web browser

To set up Microsoft Authenticator, you'll need to go to aka.ms/mfasetup on a web browser.



2. Open the app and you will need to either scan the QR code with your phone or copy and paste the **Code** and **URL** into the Authenticator app.
This will connect your account to the Authenticator App on your phone/iPad.

Keep your account secure


Your organisation requires you to set up the following methods of proving who you are.

Microsoft Authenticator

Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

After you scan the QR code, choose "Next".



[Can't scan image?](#)

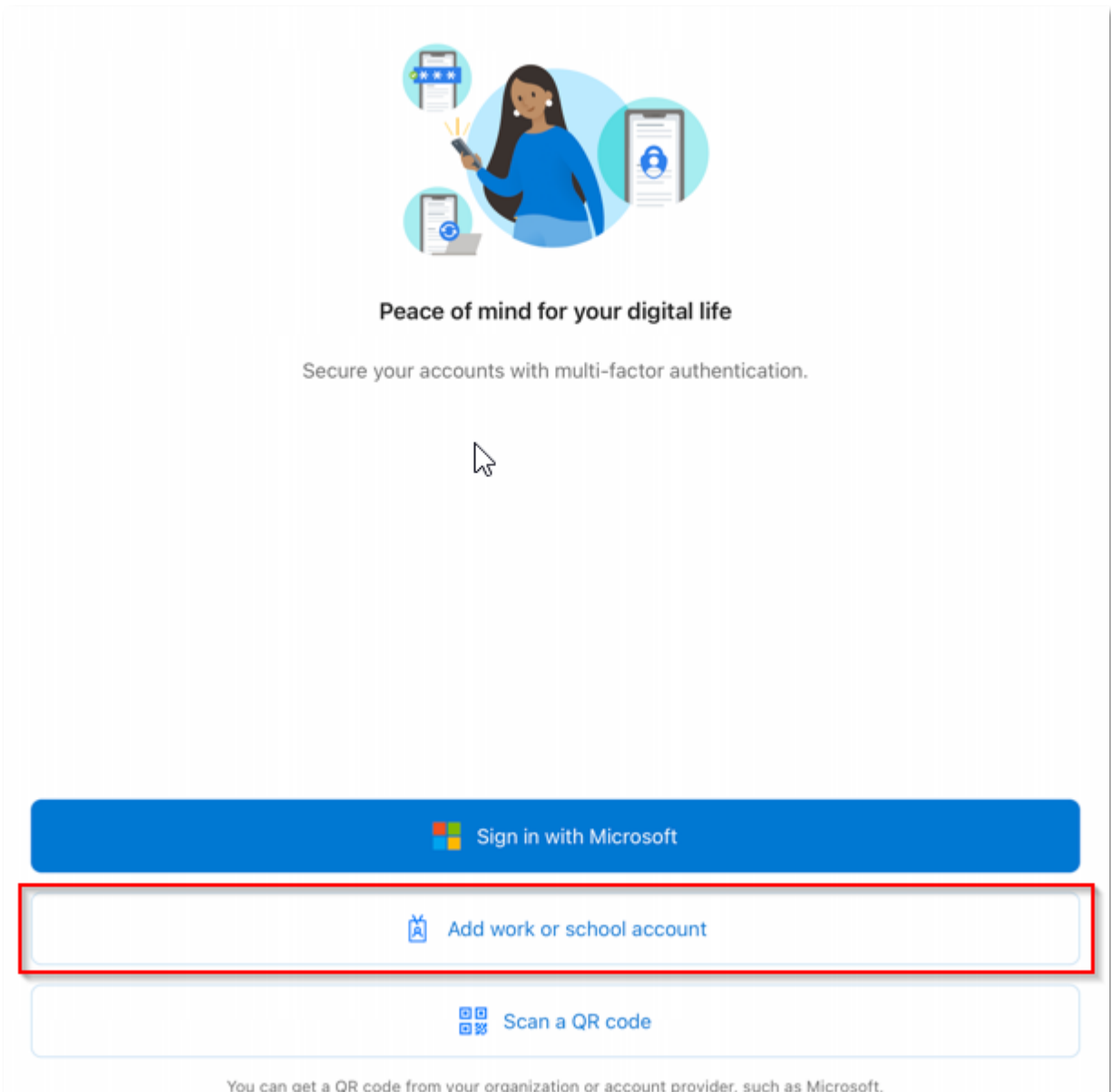
Enter the following into your app:

Code: 497290908

URL: <https://mobileappcommunicator.auth.microsoft.com/activate/678311075/NEU>

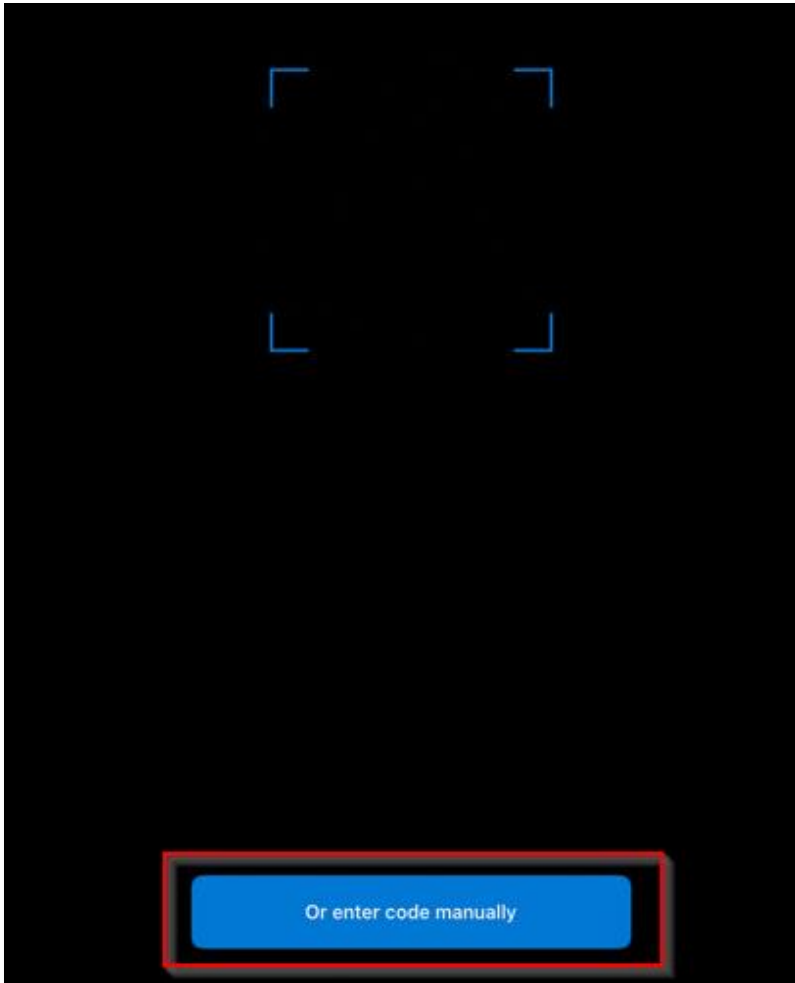


3. Open the App on your phone to add the account to the authenticator. Select **Add work or school account**.





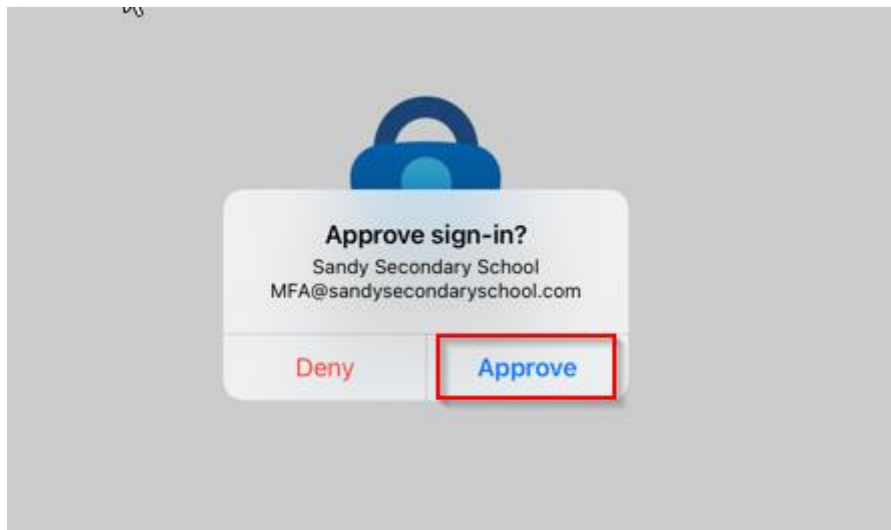
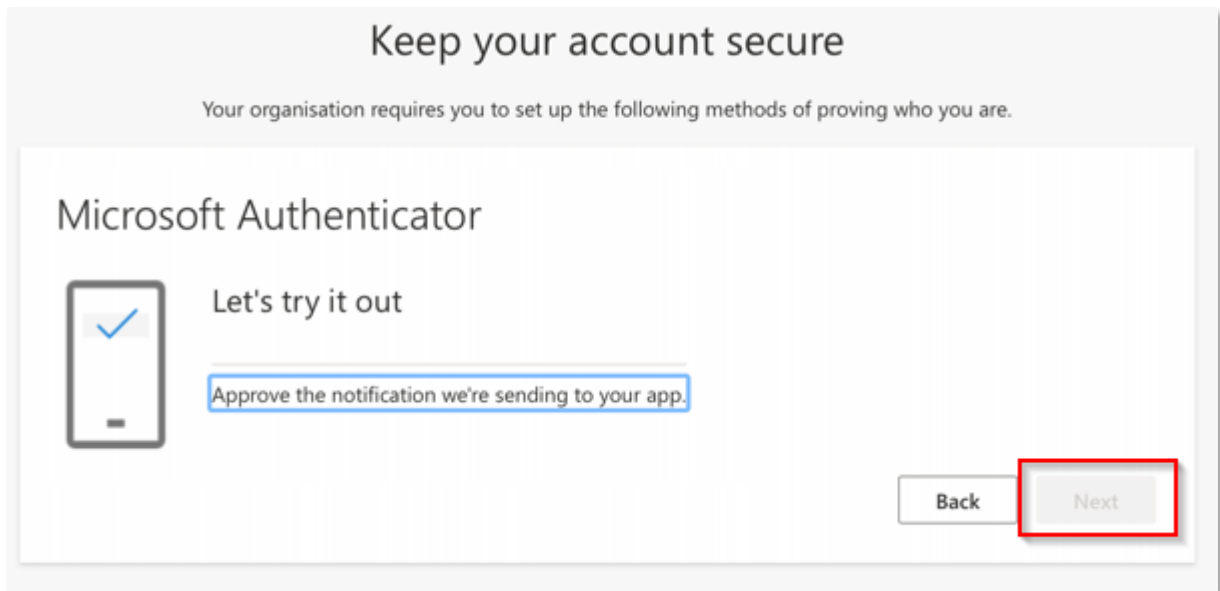
4. Enter URL and Code you have copied to add the account to the authenticator.



WORK OR SCHOOL ACCOUNT
463414184
https://mobileappcommunicator.auth.microsoft.com/activate/555406808/NEU ✕
Finish



5. Once added try the authenticator by continuing with the setup.





Keep your account secure


Your organisation requires you to set up the following methods of authentication:

Microsoft Authenticator app was successfully registered
Mon, 15 Aug 2022 10:41:53 GMT

Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method:

-  Microsoft Authenticator

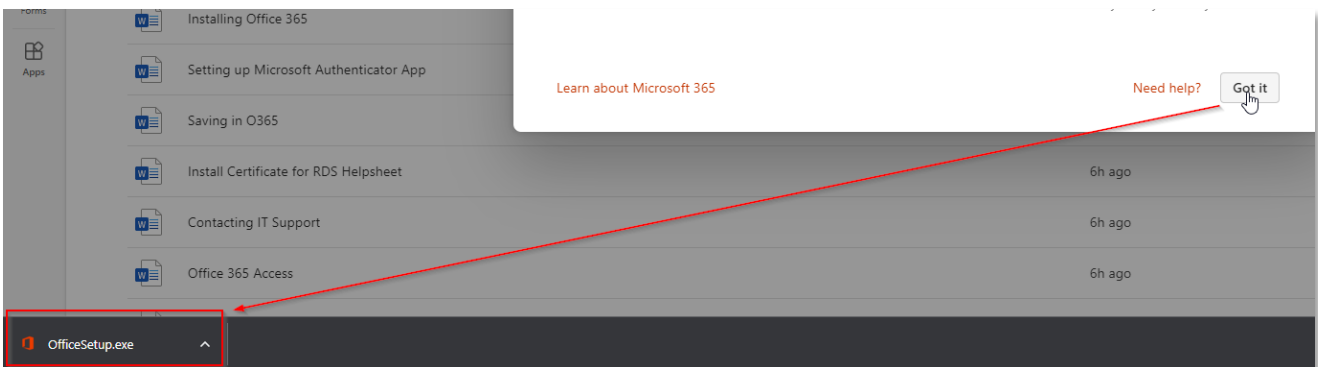
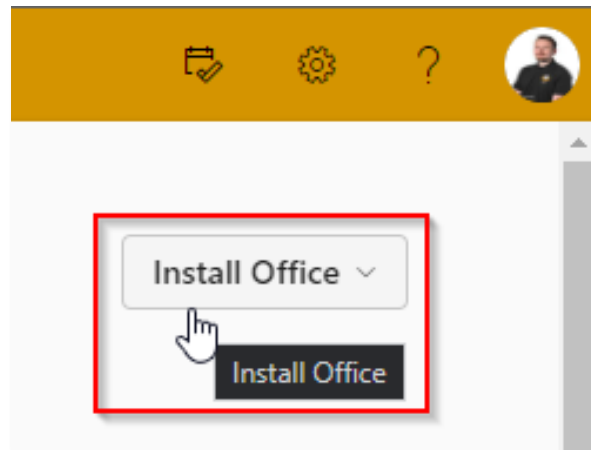
[Done](#)



Installing Office 365 at home

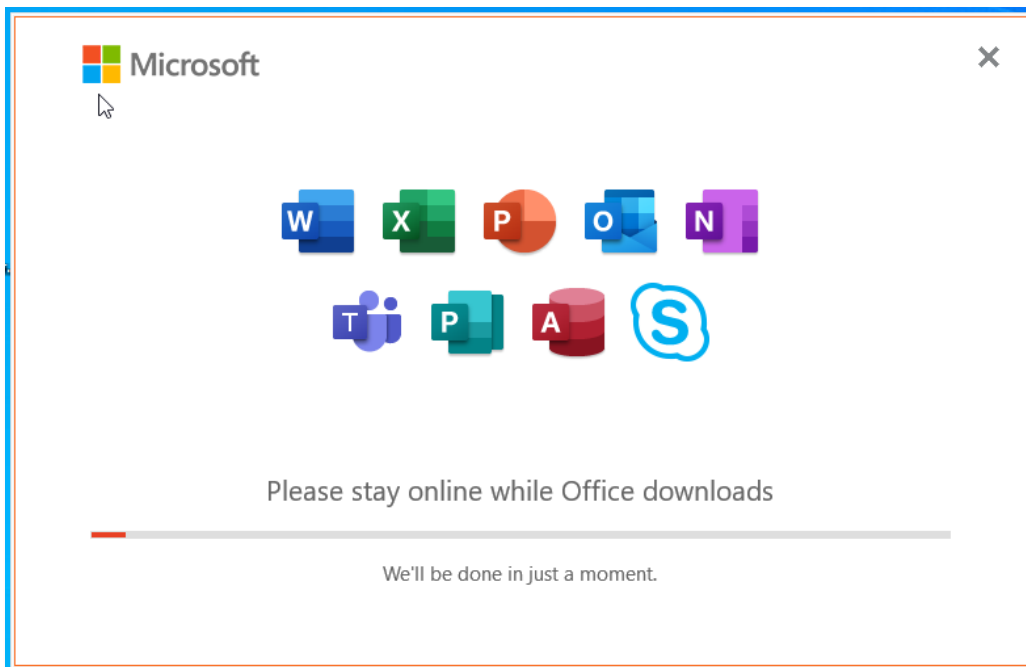
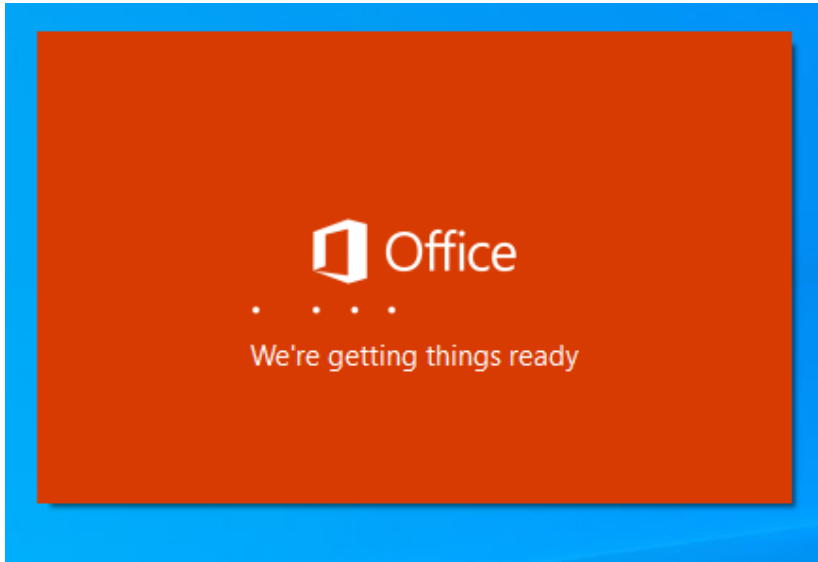
Installing O365 is only mandatory if you are using a personal device that is not managed by the school. If you are using a school device, office will already be installed. If this is not the case, please contact the IT department.

1. Go onto the Microsoft Portal on the main page and click install office. This will download the installer you will have to run.



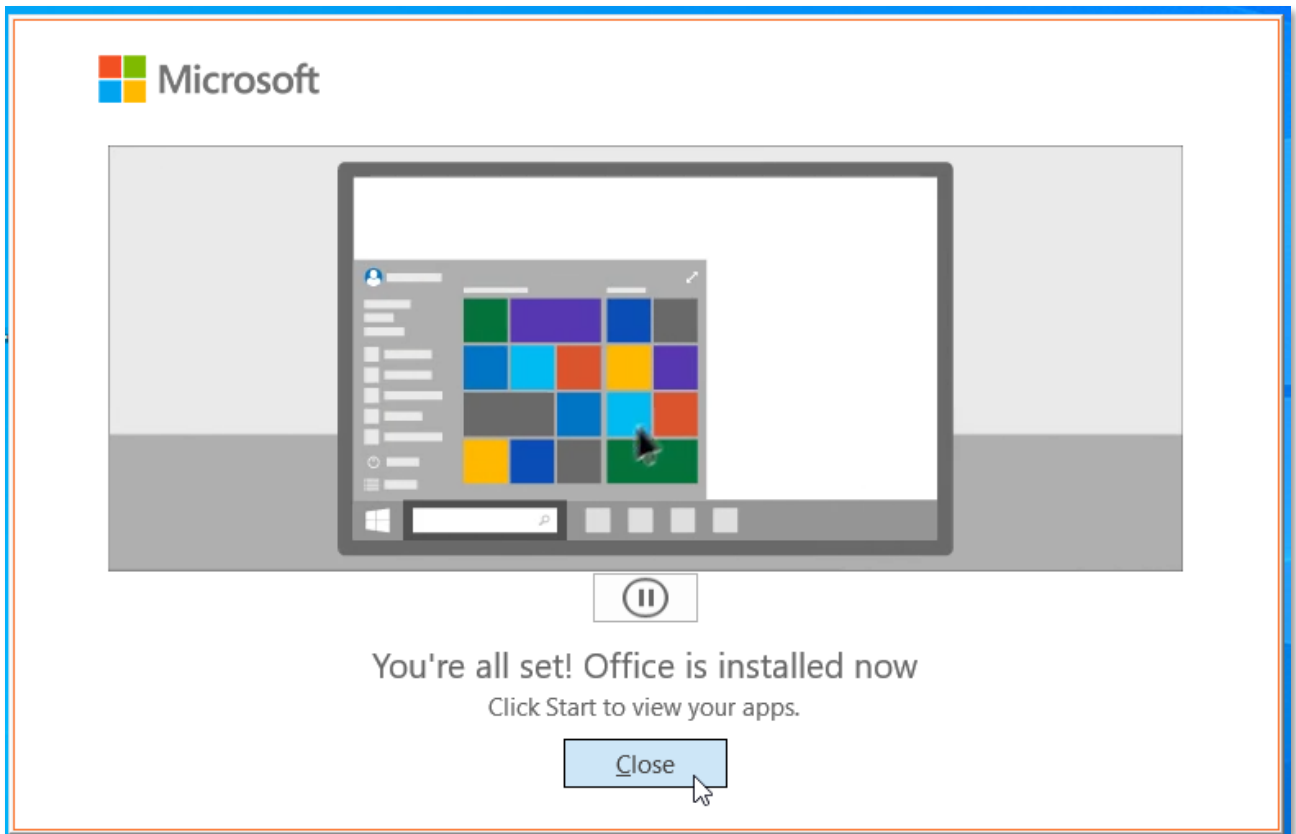


2. O365 will begin to install, this can take a few minutes. Make sure to keep your device on until the installation has finished.





3. Once the installer is finished you can use all O365 apps such as Word, Outlook, Excel etc.





Accessing Emails from Home


1. Firstly, login to Office 365 Portal and you will be asked to sign in. You can access this from the school website, or by going to <https://portal.office.com>
2. Once going to O365, you will be presented with a sign in window, please enter your school email and school password.





3. After logging in, if you are at home you will need to prove it is you by using the Authenticator app we configured previously. If you are on-site at Sandy Secondary School, ignore this step.

Approve sign in request

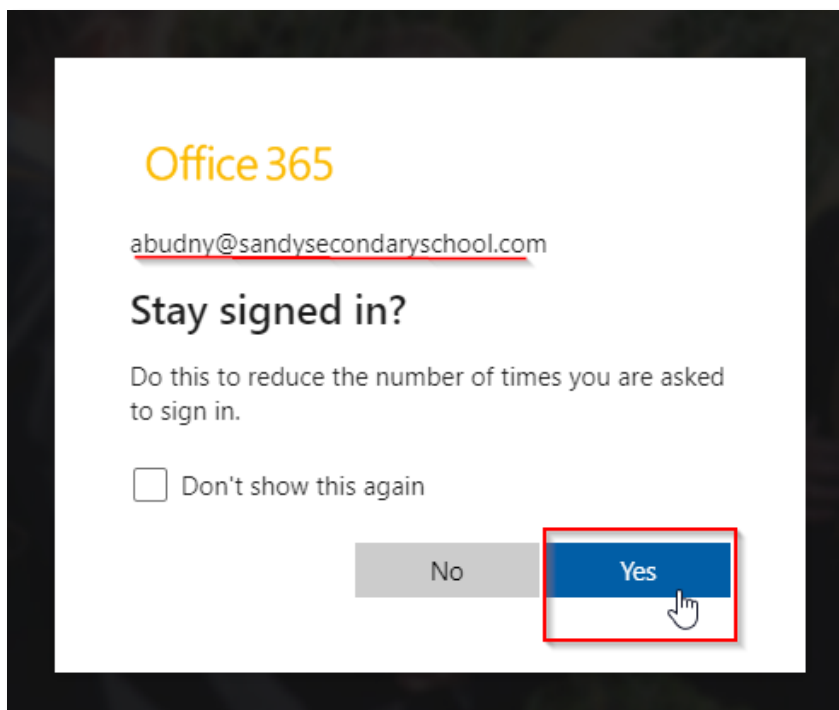
 Open your Microsoft Authenticator app and approve the request to sign in.

Don't ask again for 30 days

[I can't use my Microsoft Authenticator app right now](#)

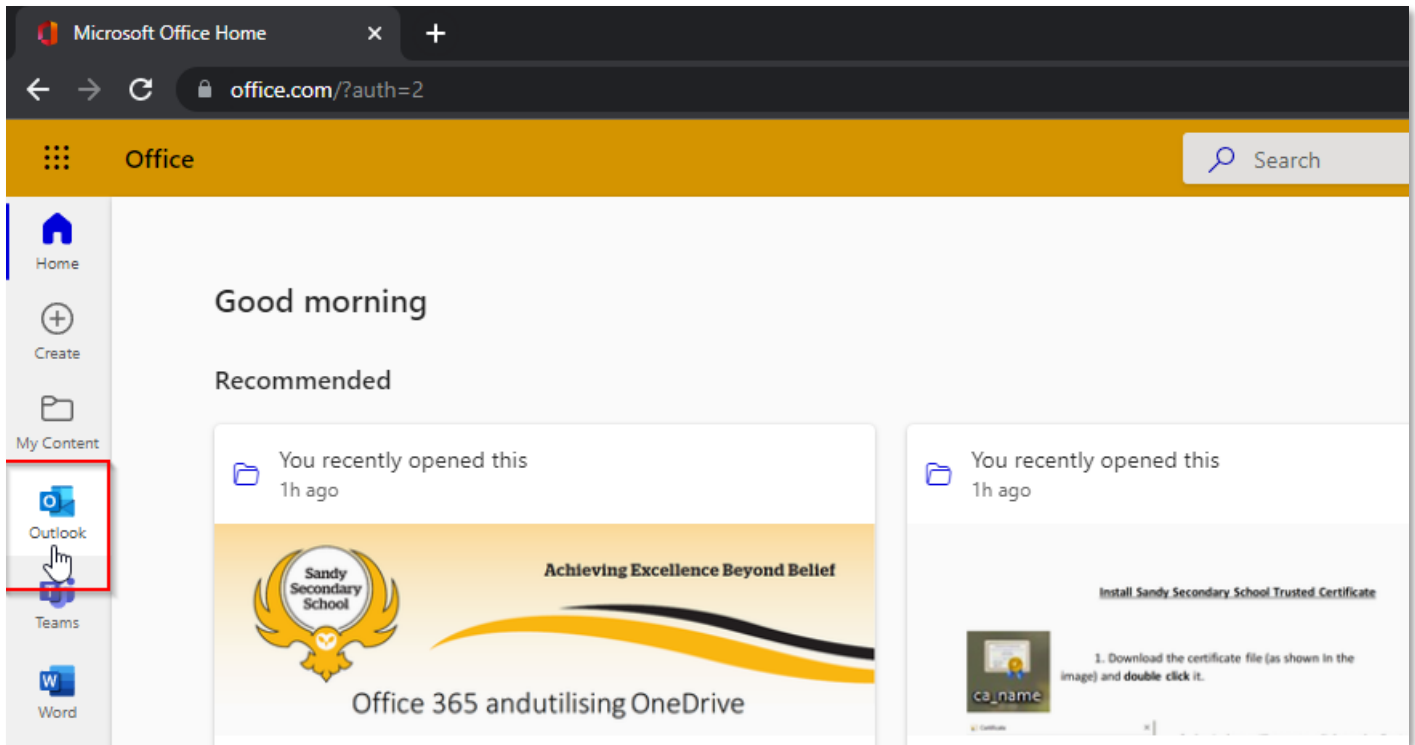
[More information](#)

To verify yourself, just click on the notification on your phone and click approve.





4. Once logged in, navigate to the outlook icon on the left pane and click on it.





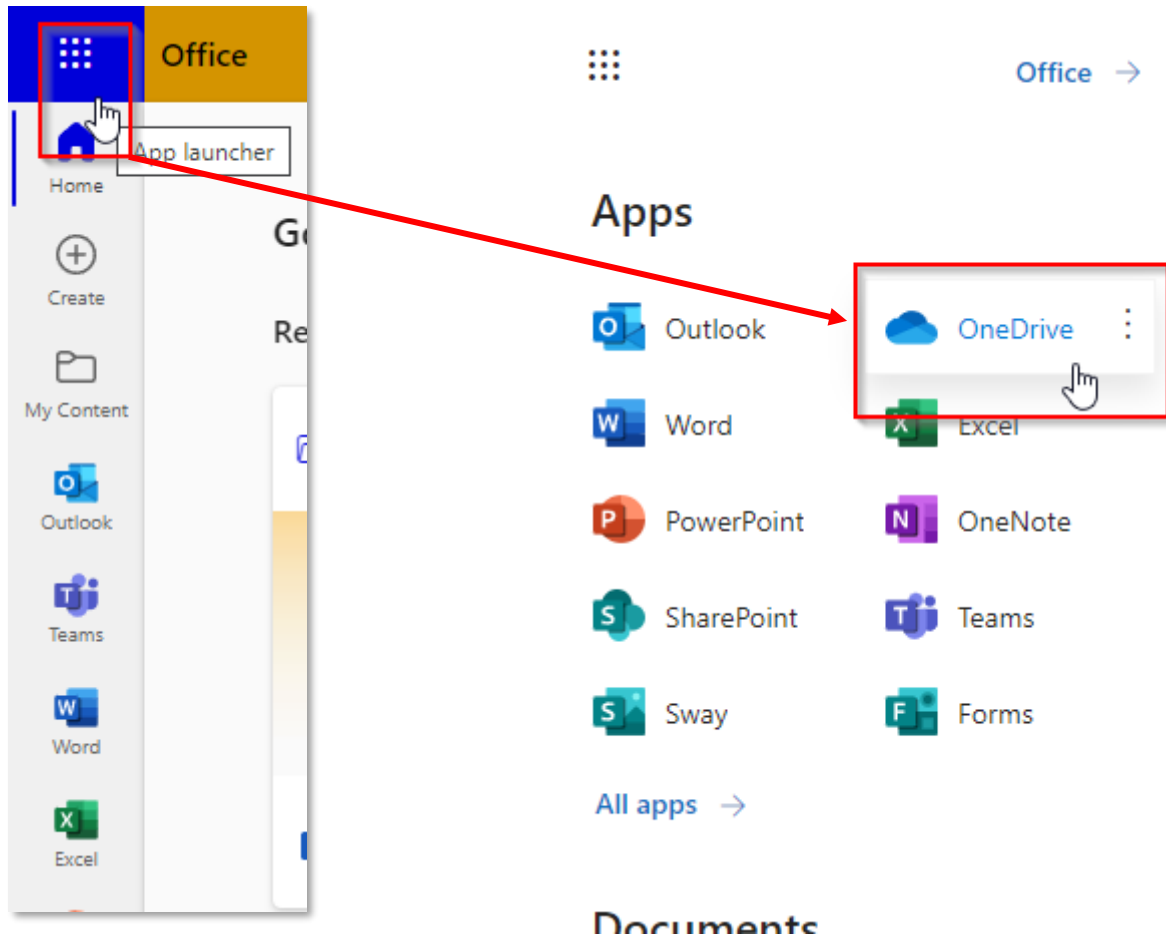
Accessing Files from Home

1. Firstly, login to Office 365 Portal and you will be asked to sign in. You can access this from the school website, or by going to <https://portal.office.com>
2. You will be presented with a sign in window, please enter your school email and school password. Remember to have your mobile device to hand if accessing from home.



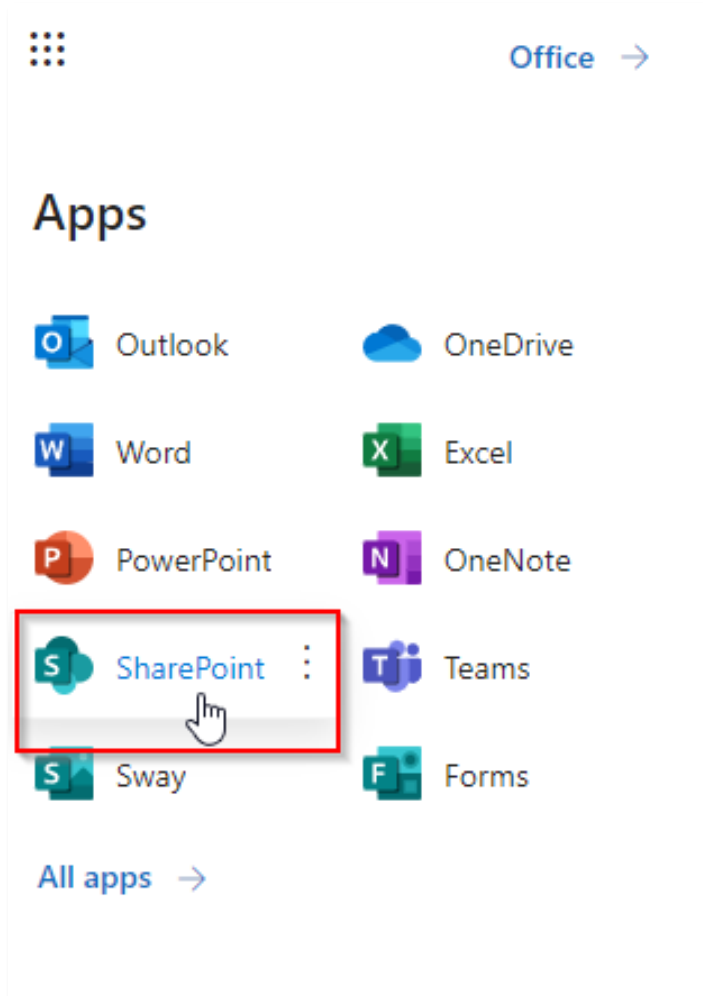


3. Once logged in, navigate to the OneDrive icon under all apps button in the left pane and click on it. This will open your home folder that only you can access.





4. To access shared resources, such as the **Student Shared Area** or **Staff Shared Area**, click on the SharePoint icon instead of OneDrive.





5. In the Search Bar search for **“Staff Shared Area (Sandy Secondary School)”** and **“Student Shared Area (Sandy Secondary School)”** and click follow. Once this is done these will show up in your share point dashboard. From here you can access your departments shared area.

