

How to access school systems from home

OFFICE 365

If you are needing to access your school email (Outlook) or Word, Excel, Microsoft teams etc. you will need to log in to **Office 365** first to access these. See below for more information about Microsoft Teams.

This is the link to [Office 365](#)

Your Office365 password is the same as your school login for computers. The only difference is your username to access Office365 needs to include "@bluecoatschool.com", for example, "AdamsB@bluecoatschool.com". This is your school email address.

If students have forgotten their password, please ask your parent/carer to email
[**support@bluecoatschool.com**](mailto:support@bluecoatschool.com)

Please DO NOT use the option "Can't access your account?" under the Office365 login screen.

CLASS CHARTS

If you need to access Class Charts, you have all previously been sent your access code to your school email address – just search for Class Charts in your mailbox or deleted items and it will be there. Your parents/carers have also been emailed in the past with your code as well as their own.

This is the link to the student log in page for Class Charts (if you haven't downloaded the app) [Class Charts](#)

REMOTE LEARNING/MICROSOFT TEAMS

If, at any time, you are asked by the school to work from home/self-isolate, you will be set work by teachers and some lessons will be live on Microsoft Teams. We have a Remote Learning page on our website and there is a document on that which explains how to use Microsoft Teams and there are some other useful links. To view the Microsoft Teams explanation video you need to have logged into Office 365 (see above).

This is the link to the [Remote Learning](#) page.

EMAILING YOUR TEACHERS

To email any of your teachers about your work, there is a list of their email addresses on Class Charts.

If you need help with anything you can contact your tutor or any of your teachers. Or, you can email admin@bluecoatschool.com. Whatever you do, don't worry if you can't get things to work. The important thing is you tried! Just let us know and we can help you.