

# Microsoft Teams: Quick Start Guide for Parents and Carers

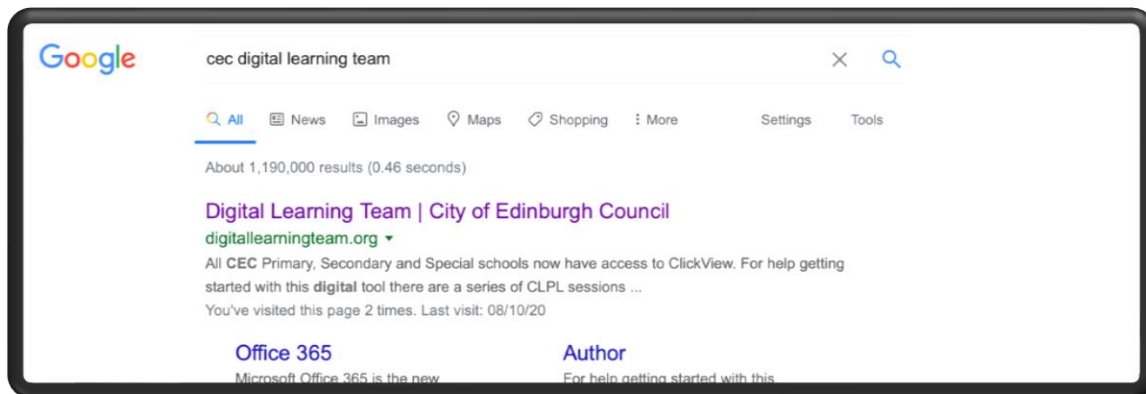


## Logging in through an internet browser

The following instructions should get your child logged into their City of Edinburgh Council Office 365 account, where they can access their Class Team.



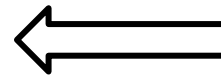
1. Enter 'digitallearningteam.org' into your browser (or search CEC Digital Learning Team)



2. Click the 'Learners' tab, then Office 365 login



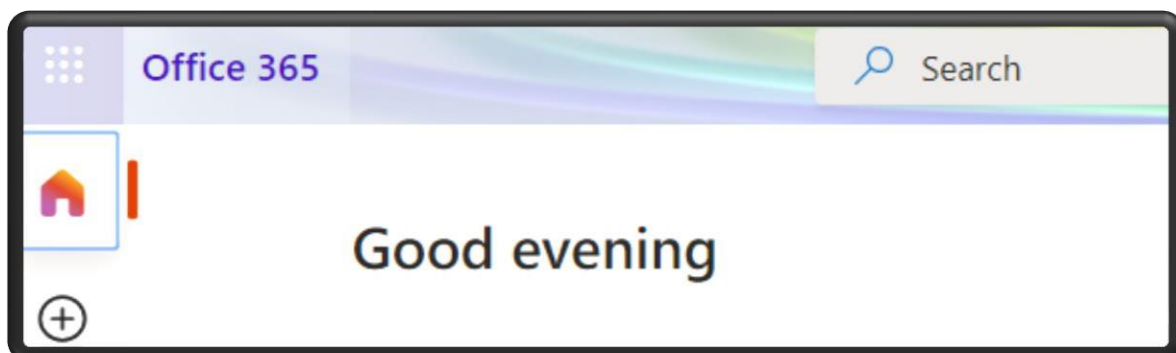
3. You should be directed to the City of Edinburgh Microsoft portal.



City of  
Edinburgh  
Portal

5. Input your username (on its own, not using @ea.edin.sch.uk) and password exactly – remember capital letters need to be capitals.

6. Hit enter/return or tap next and you should be logged into the Microsoft Office 365 landing page.



7. Scroll down the bar on the left-hand side with all of the Office apps and then click/tap the Teams icon and you should be there!



Note that if you search 'office 365 login' in any internet browser, you will have to enter your child's login in the below format before being redirected to the Edinburgh portal:

Enter your username immediately followed by @ea.edin.sch.uk, for example: [12345678910@ea.edin.sch.uk](mailto:12345678910@ea.edin.sch.uk).