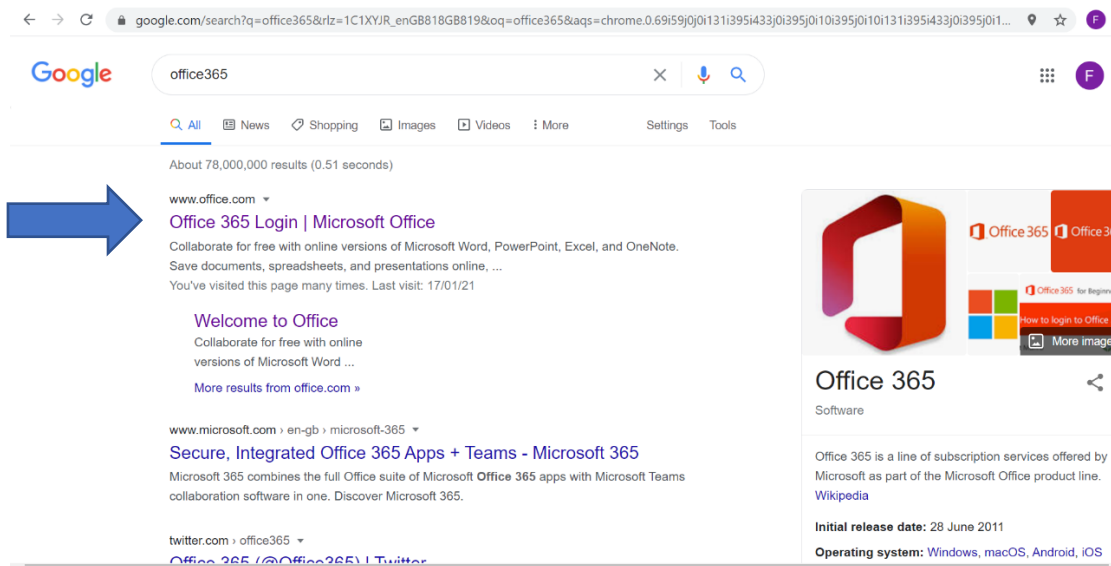


# Logging on to TEAMS from your device – Step by step guide

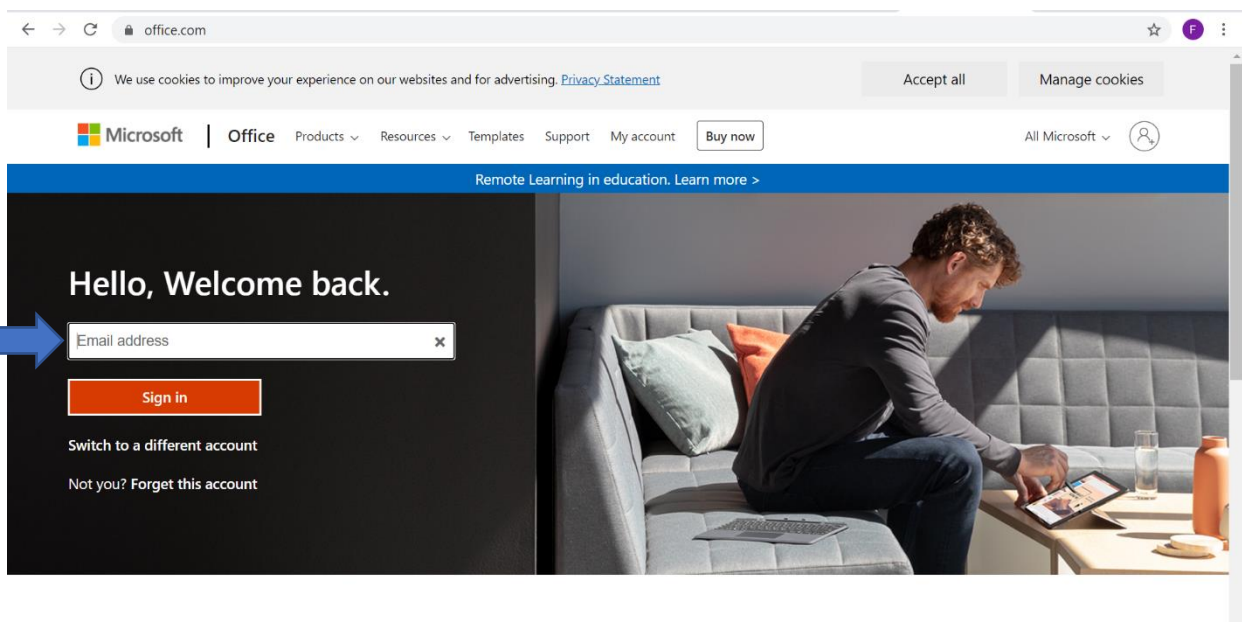
## STEP 1

Type 'office365' into Google and click the first webpage



## STEP 2

Sign in here by typing your email address/username. It will consist of a 9 digit number followed by @ea.edin.sch.uk. Like this [scottishcandidatenumber@ea.edin.sch.uk](mailto:scottishcandidatenumber@ea.edin.sch.uk)



## Logging on to TEAMS from your device – Step by step guide

### **STEP 3**

You will then be directed to The City of Edinburgh Learning and Teaching Log In Page

Now sign in using **ONLY the 9 digit Candidate number** (do not include the rest of the email address) and then enter password below

Sign In

**EDINBURGH**  
THE CITY OF EDINBURGH COUNCIL

Microsoft Office 365 Login

Learning & Teaching

Type in your user name (payroll number for staff, SCN for students) and password.

User name:

Password:

LEGAL WARNING: You have accessed a computer managed by The City of Edinburgh Council and CGI. Unauthorised access or use of this site (and any connected systems data) is prohibited and constitutes an offence under the Computer Misuse Act 1990. By accessing this site, you signify your acceptance of the terms and conditions set out in The City of Edinburgh Council ICT Acceptable Use Policy.

### **STEP 4**

Click YES here to avoid having to enter these details every time you log in. You will then be able to access TEAMS and join your class for online learning!

← → ↻ login.microsoftonline.com/login.srf ☆ F

**Microsoft**

██████████@ea.edin.sch.uk

**Stay signed in?**

Do this to reduce the number of times you are asked to sign in.

Don't show this again

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