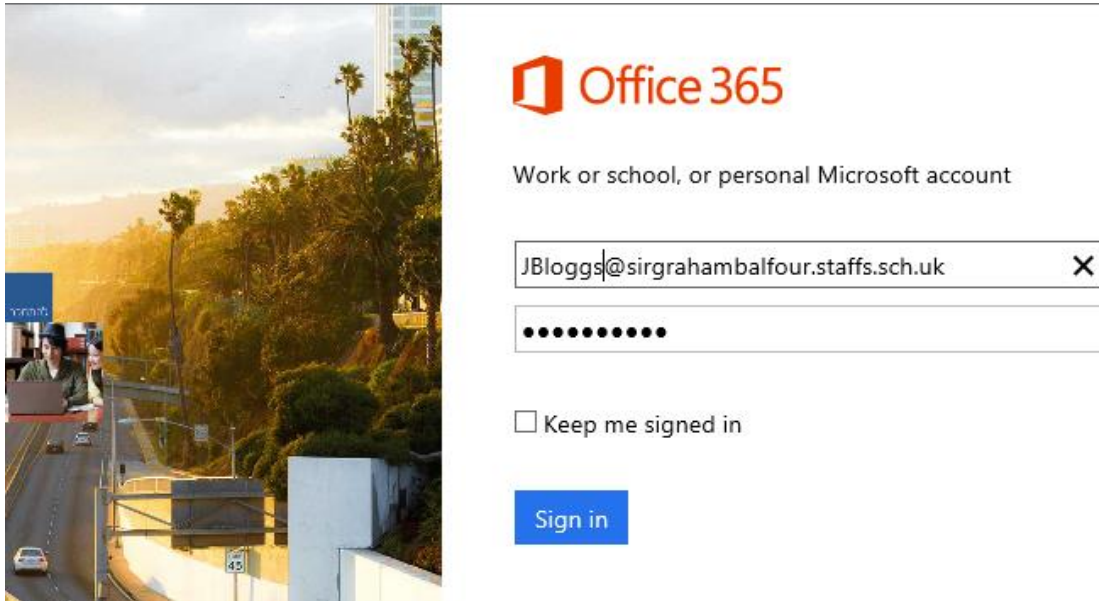


How to access School Portal on Office 365 (this replaces Fronter VLE)

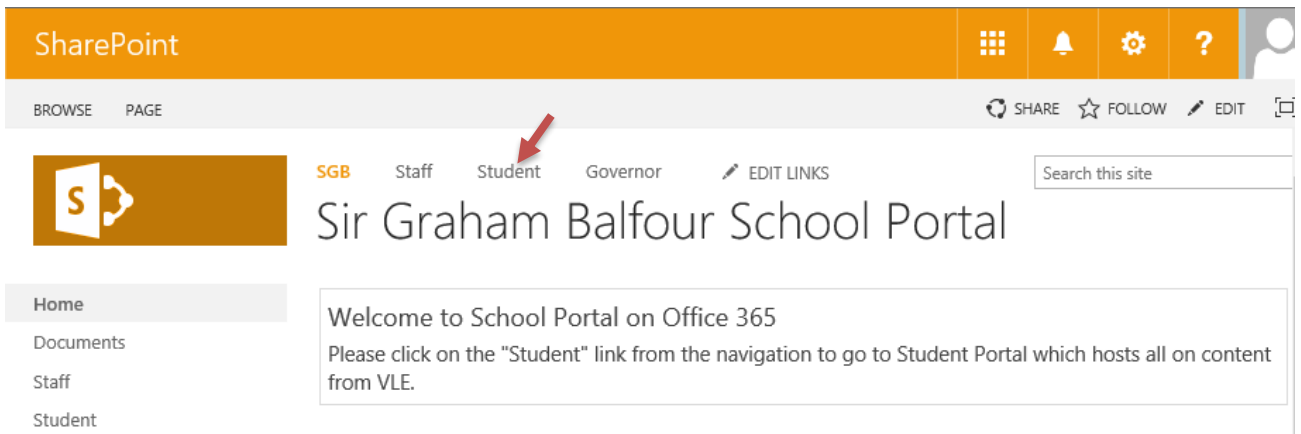
1. On school website (www.sirgrahambalfour.co.uk), click on the VLE  from the left navigation bar.
2. On the VLE page, click on Office 365 logo.



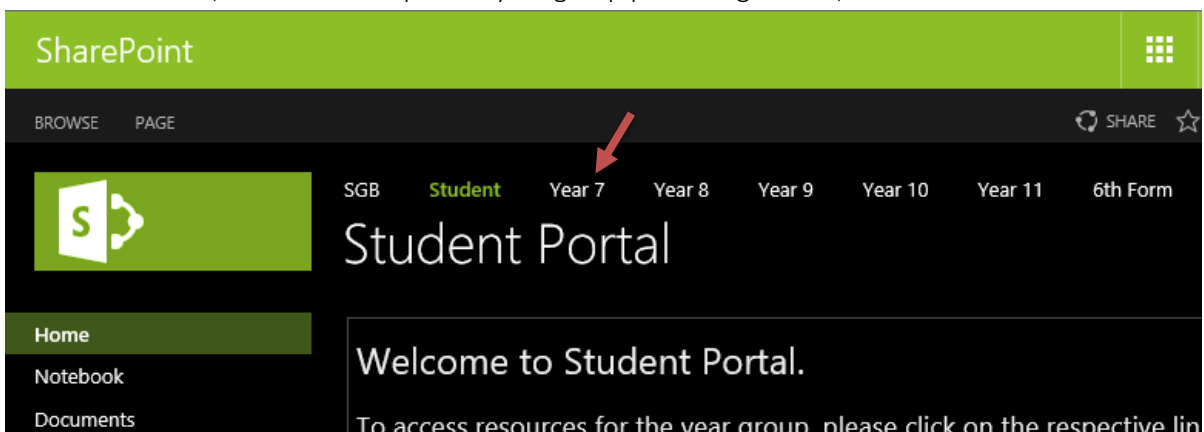
3. Now log onto Office365 using your normal computer login and password. Please ensure you do not forget to include @sirgrahambalfour.staffs.sch.uk after your username e.g. JBloggs@sirgrahambalfour.staffs.sch.uk.



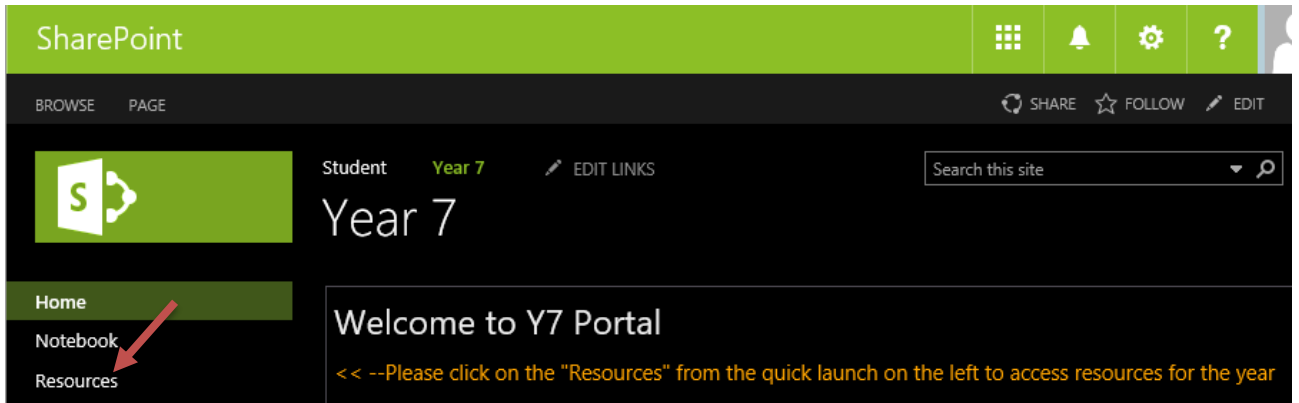
4. Once Office 365 **School Portal** loads up, click on **Student** portal.



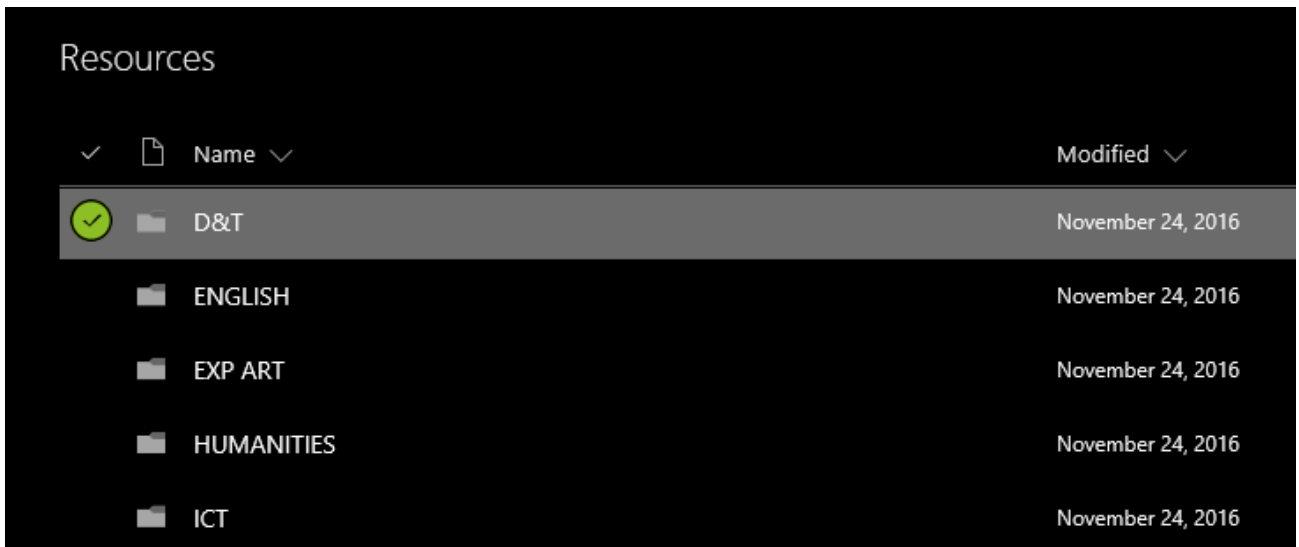
5. On **Student Portal**, click on the respective year group portal. E.g. Year 7, 8 etc.



6. Once you are on the Year group portal, click on the **Resources** link from the quick launch on the left.



7. You should now see all the resource listed as shown below.



8. In order to sign out from Office 365, on the top-right of your page, click the person icon and click **Sign out**.

