

1. Navigate to <http://portal.office.com>

Sign in with your work or school account

 Keep me signed in

Sign in

2. Enter your normal login name (used for logging into the computers) followed by @student.draytonmanorhighschool.co.uk

Example: if your username is student1, then your email address will be student1@student.draytonmanorhighschool.co.uk

Sign in with your work or school account

 Keep me signed in

Sign in

3. When you click on the password field you will automatically be redirected and will see the following:

Redirecting

We're taking you to your organization's sign-in page.

[Cancel](#)

 Keep me signed in

4. You will now be able to enter your password. Your password is exactly the same one you use to log into computers at school.

Students - Drayton Manor High School

Sign in with your organizational account

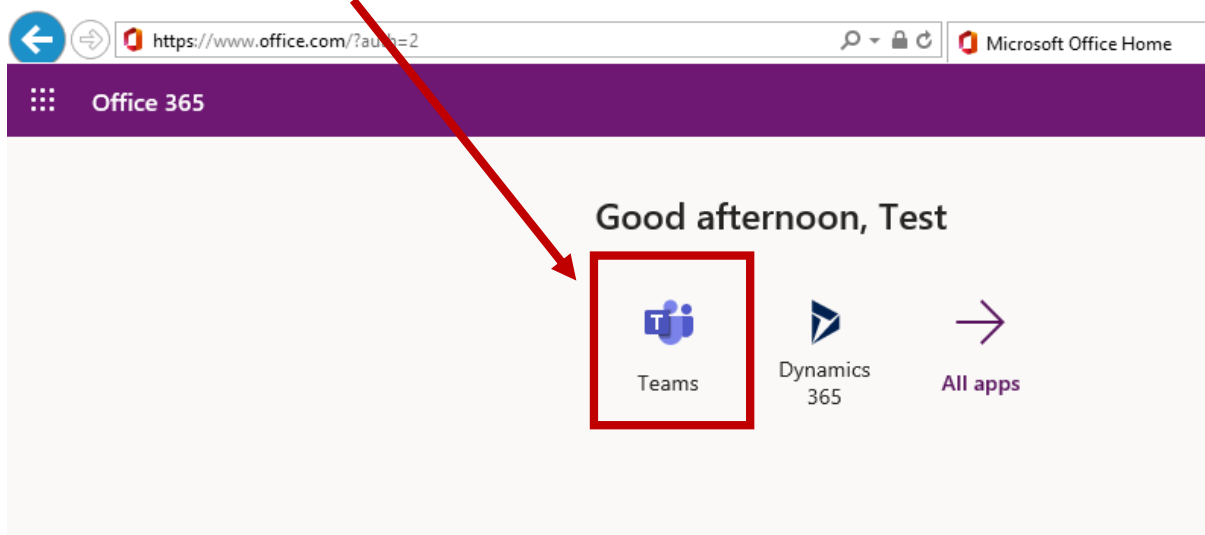
student1@student.draytonmanorhighschool.co.uk

.....

Sign in

If you do not see this page before entering your password, or don't see Students – Drayton Manor High School, or if it says Staff – Drayton Manor High School then you are in the wrong place and will need to close your browser and start all over again from step 1.

5. Click on Sign in.
6. You will now be prompted for more information.
7. Click on next.
8. You will need a mobile phone or landline number to continue.
9. Choose the authentication method you would like to use and follow the onscreen steps to verify your account.
10. Select the Teams icon to access your classes.



11. You will then see a list of all available classrooms. You may click on the one that you are scheduled to attend.