South Lincolnshire Academies Trust
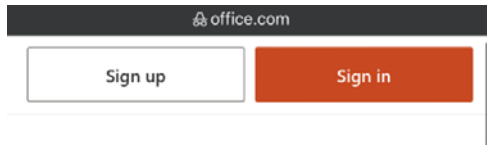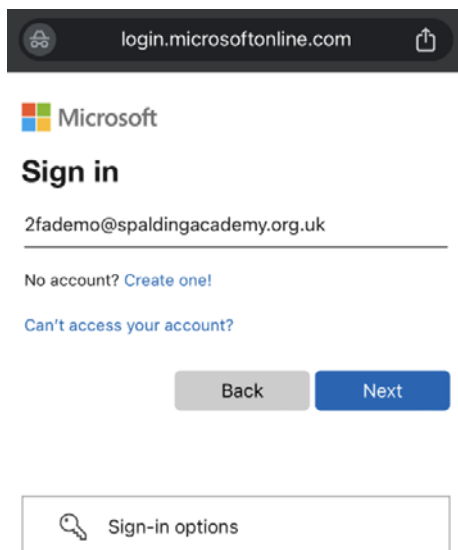
Please note you will need to contact ITSupport to reset your authentication method if you have a new phone.
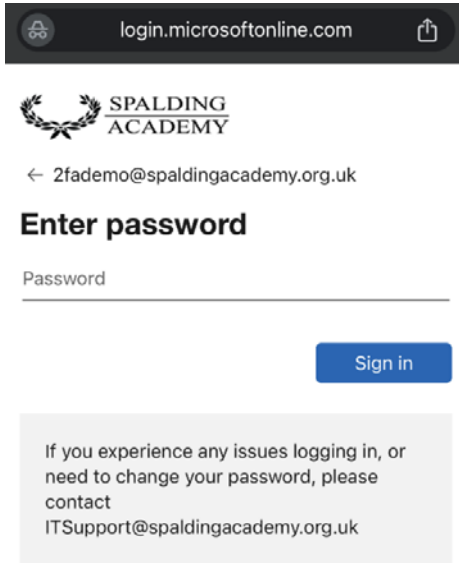
1. Open outlook.office.com on the internet on your phone/ tablet
2. Click on the Sign in Button

&office.com

| Sign up | **Sign in** |

3. Enter your school email address and press next – if you are unsure of your email address, please ask the IT Department in each school.

login.microsoftonline.com

■■ Microsoft

Sign in

2fademo@spaldingacademy.org.uk
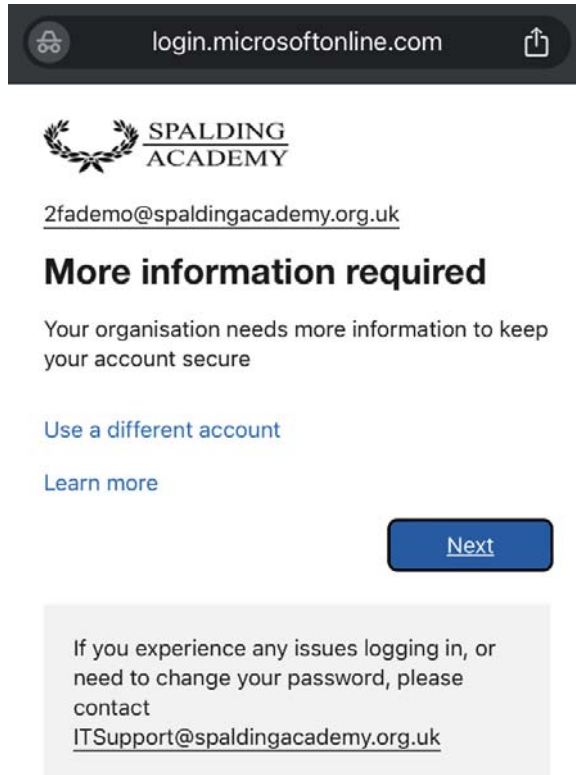
No account? Create one!

Can't access your account?

Back   **Next**

🔍 Sign-in options

4. Enter your password (same as the one you use to log into the computer at school), Click Sign In.

5. Press next on the 'More Information Needed' section shown below.
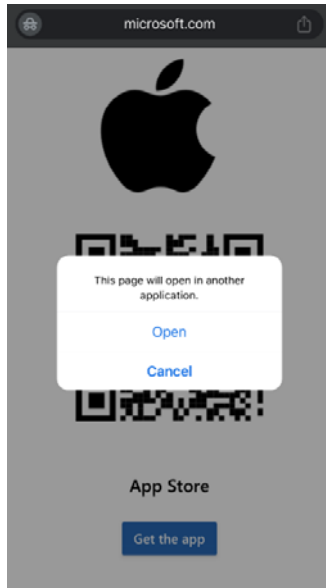
6. Click on the 'Download Now' option on the next section.

7. This will take you to the Microsoft download page below, scroll until you see the 'Get the App' button, depending on the phone you use will depend on the icon shown.

8. This will then ask if you to open another application depending on your device. Click Open
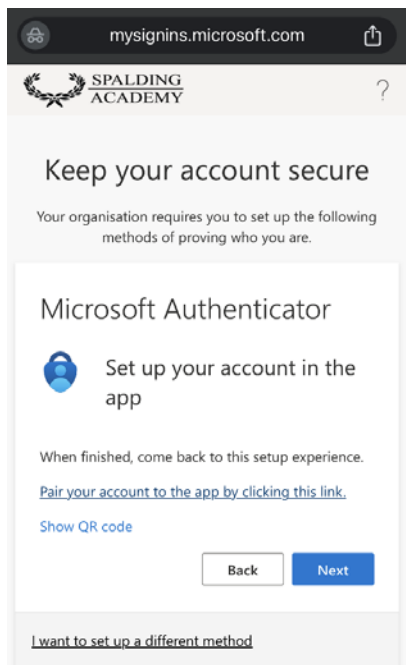

9. This will then open your app store – please click install on the Microsoft Authentication App, if you have already installed, please click Open.
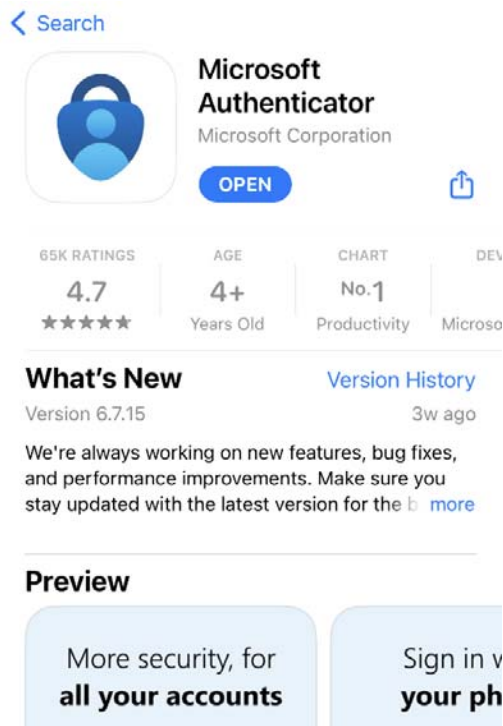
10. Once installed return to the internet app on your phone with outlook.office.com open, click the next button.
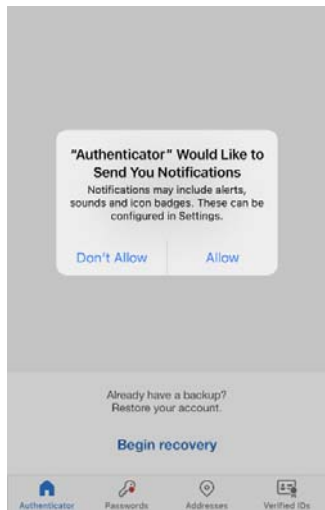

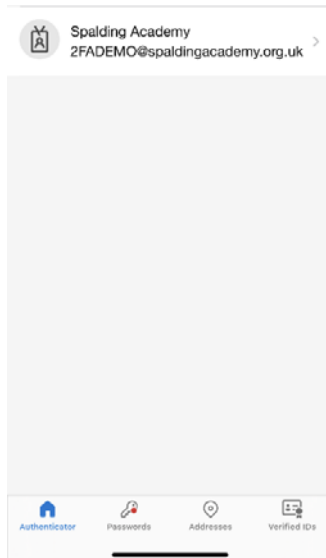11. Click on 'Pair Your Account' to the App by clicking this link.

12. This should then prompt you to open the Authenticator App, click open
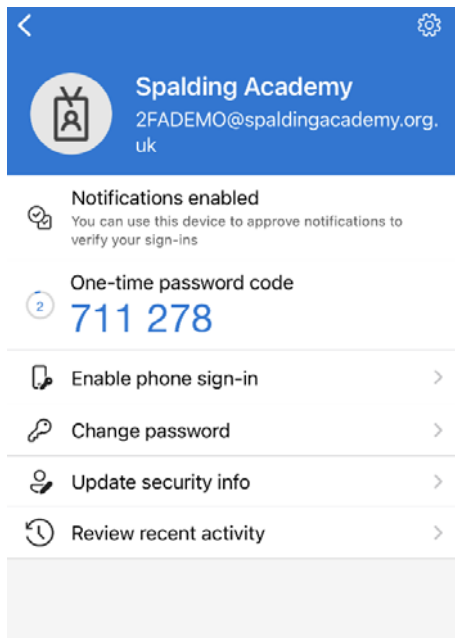

13. When the app first opens it should prompt you to allow notifications, click allow as this is required for the app to work correctly.
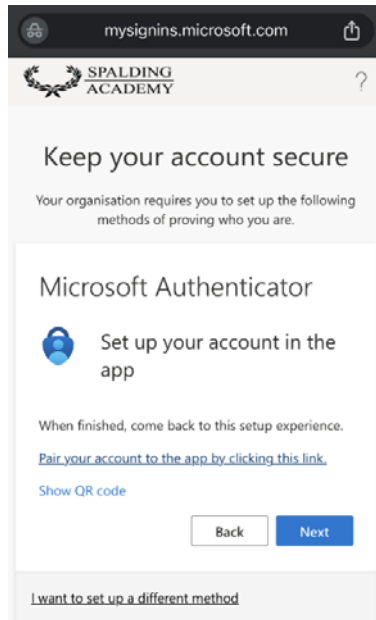
14. Once paired this should then appear in the list of linked accounts on the device as shown below:

15. Click on the account to check account is connected correctly.

16. Go back to the internet app with outlook.office.com loaded, once paired click the next button.
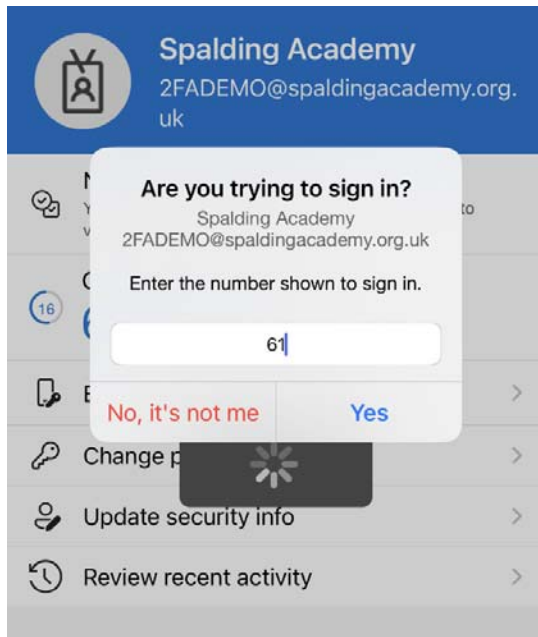

17. This will then load a screen with a prompt appearing from the app to approve the sign in and a code. Click on the 'Approve Sign-In?' button. Remember the two-digit numbers shown you will need these for the next step.
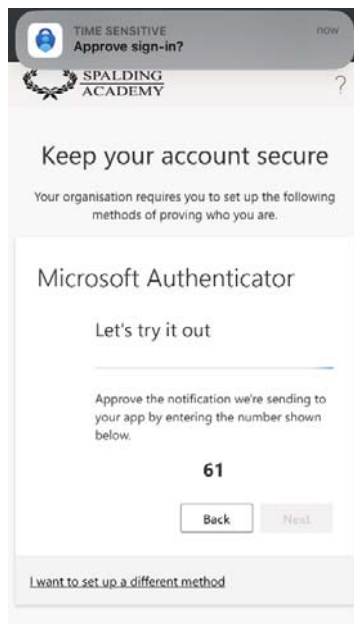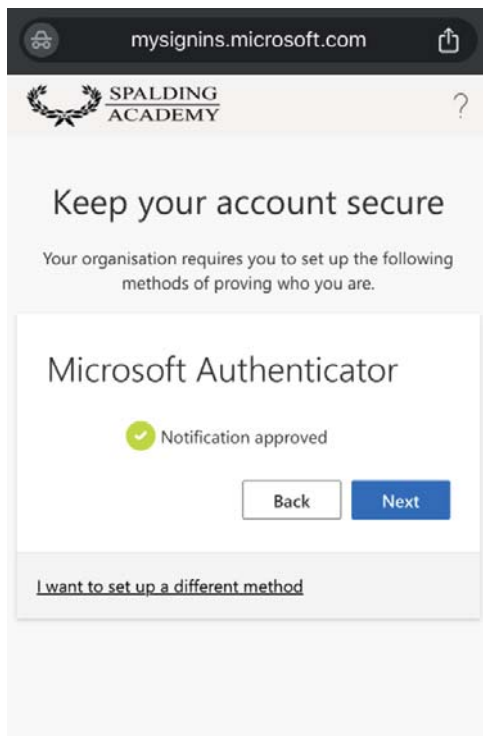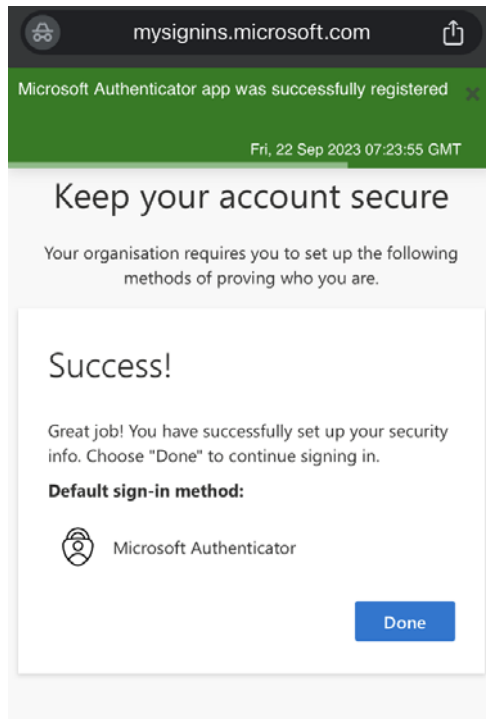
18. Then enter the code which was shown on the previous page and click 'Yes'

19. Go back to the internet app with outlook.office.com loaded and the below screen will appear click the next button.
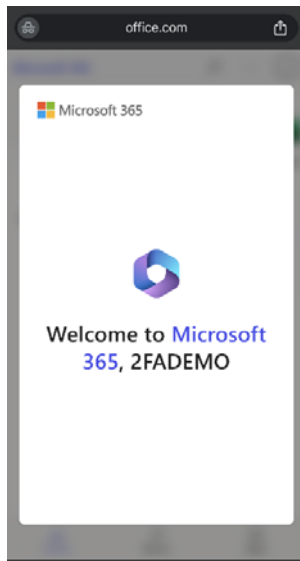
20. You should then receive the below screen to say this has now been set up successfully.

21. You will then be prompted if you want to remain logged in – if this is a shared device, please press no.
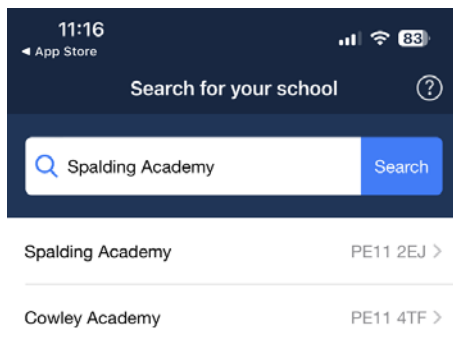
South Lincolnshire
Academies Trust
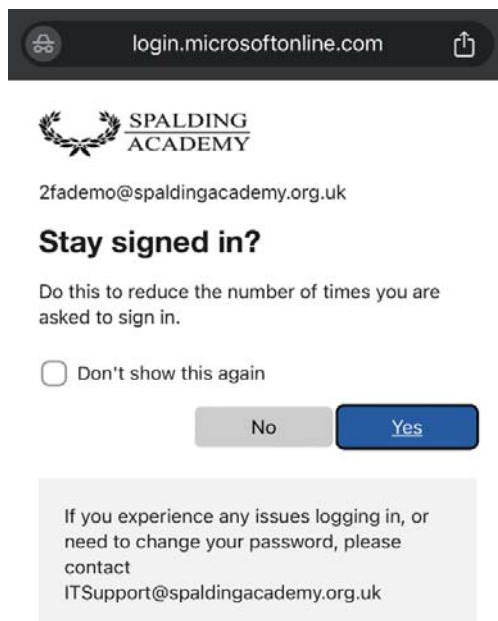
22. You should then receive a screen to say welcome to Microsoft as shown below.

23. Now Download the Satchel App from the App Store and open the app.
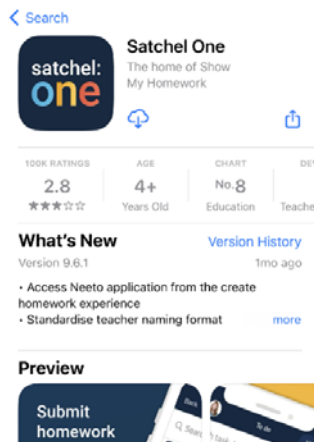
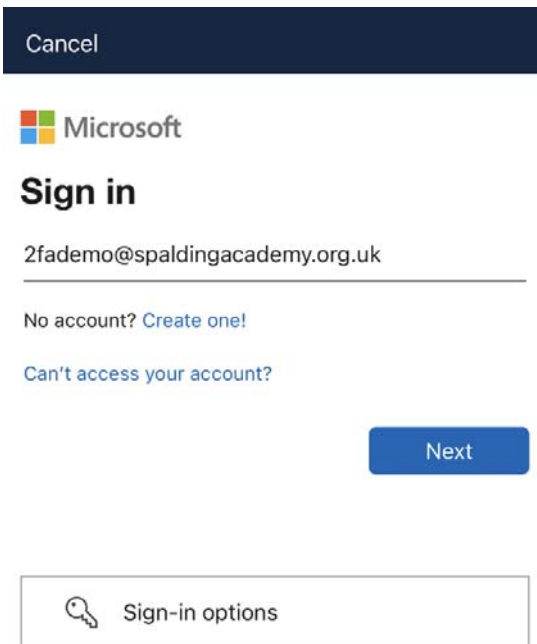24. Search for the school you are based at in the search bar:

25. Click the 'Sign in with Office 365' button.

26. Enter school email address same as before.

27. Enter password (same as used for the computers at school) and press sign in

28. You will be asked to approve the sign in request as before – remember to code and approve the sign in request.

29. Approve the sign in request by entering the code shown.
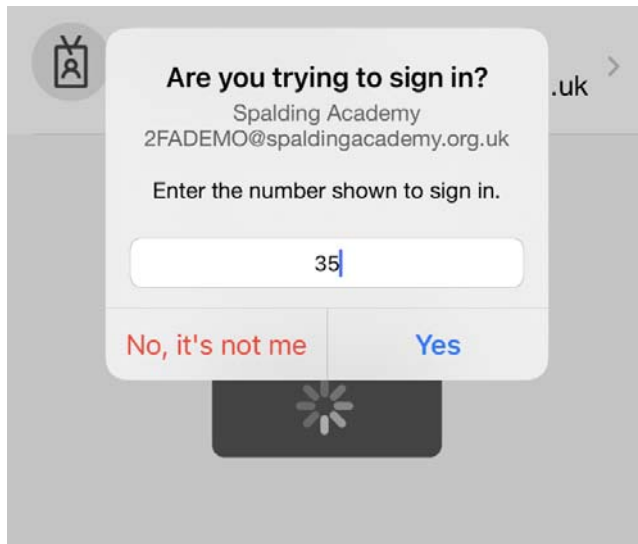
30. Go back to Satchel App and the below screen should appear.
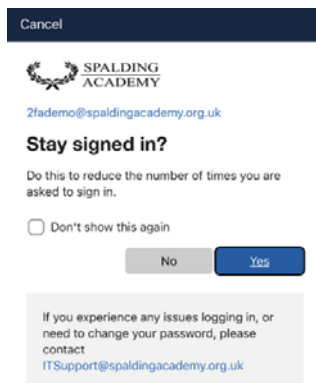
31. You will now be successfully logged into the Satchel App