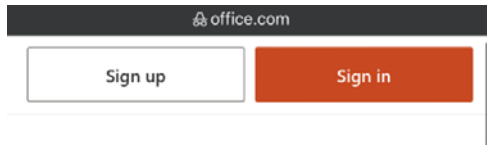
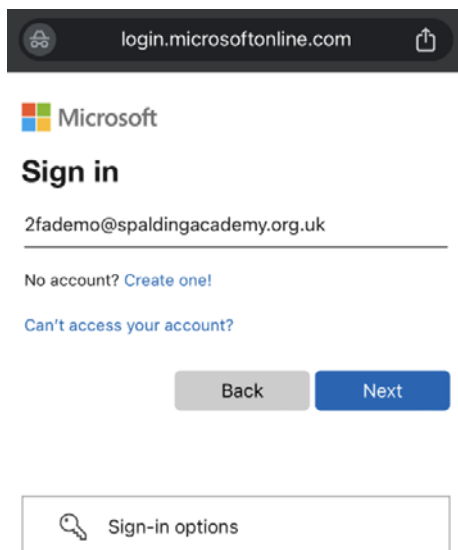


**Please note you will need to contact ITSupport to reset your authentication method if you have a new phone.**

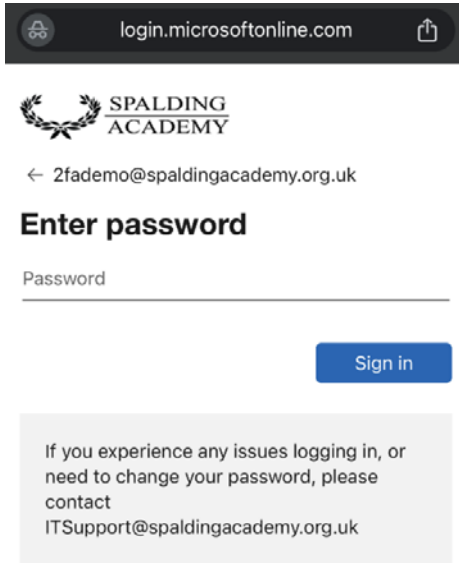
1. Open outlook.office.com on the internet on your phone/ tablet
2. Click on the Sign in Button




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.



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



login.microsoftonline.com

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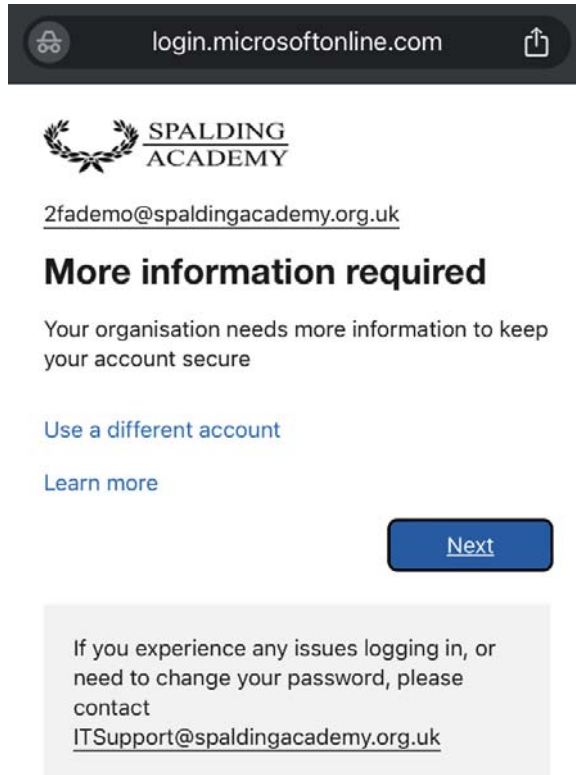
## Enter password

Password


Sign in

If you experience any issues logging in, or need to change your password, please contact  
[ITSupport@spaldingacademy.org.uk](mailto:ITSupport@spaldingacademy.org.uk)

5. Press next on the 'More Information Needed' section shown below.



login.microsoftonline.com

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## More information required

Your organisation needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

Next

If you experience any issues logging in, or need to change your password, please contact  
[ITSupport@spaldingacademy.org.uk](mailto:ITSupport@spaldingacademy.org.uk)

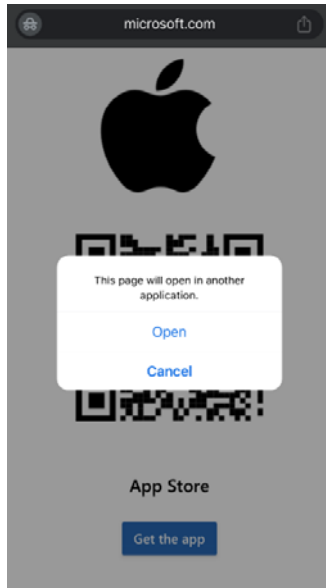
6. Click on the 'Download Now' option on the next section.



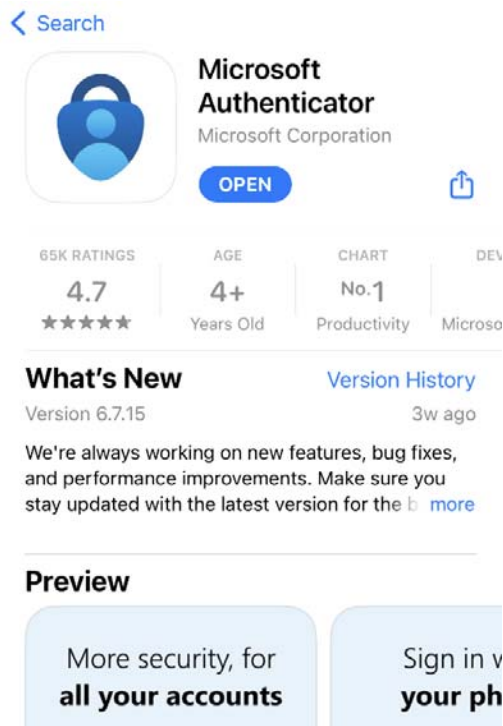
7. This will take you to the Microsoft download page below, scroll until you see the 'Get the App' button, depending on the phone you use will depend on the icon shown.



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



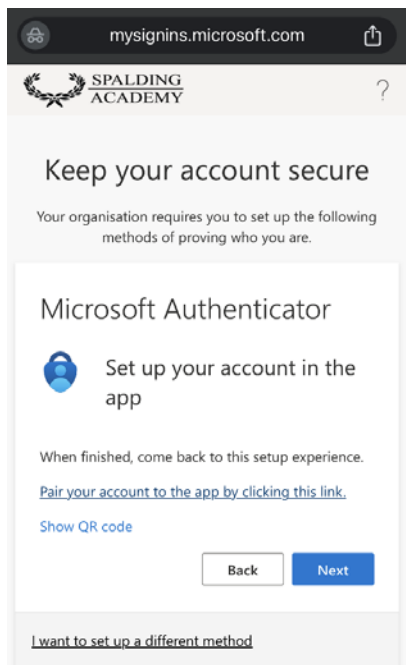
9. This will then open your app store – please click install on the Microsoft Authentication App, if you have already installed, please click Open.



10. Once installed return to the internet app on your phone with outlook.office.com open, click the next button.



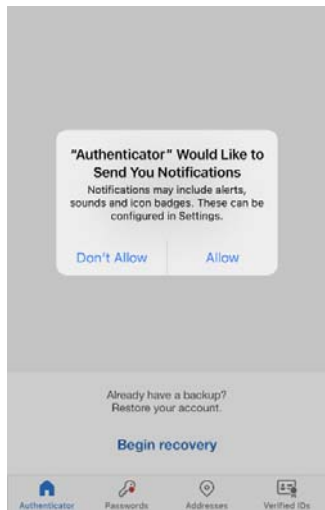
11. Click on 'Pair Your Account' to the App by clicking this link.



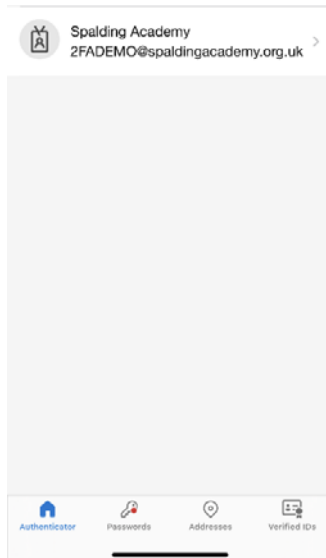
12. This should then prompt you to open the Authenticator App, click open



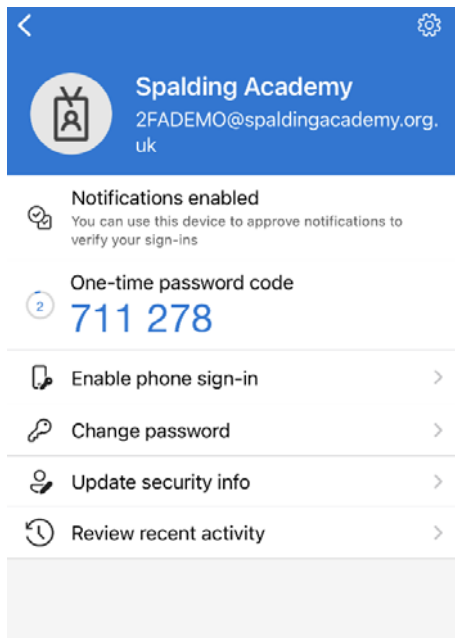
13. When the app first opens it should prompt you to allow notifications, click allow as this is required for the app to work correctly.



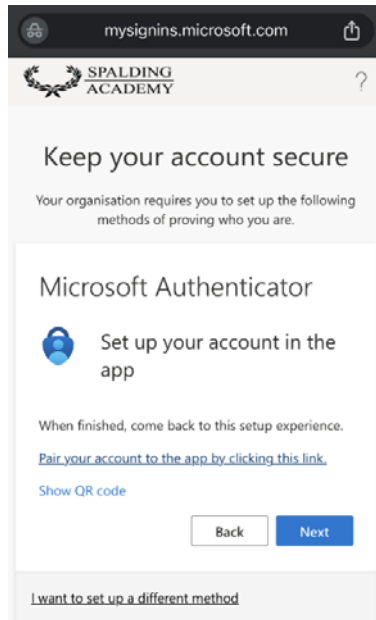
14. Once paired this should then appear in the list of linked accounts on the device as shown below:



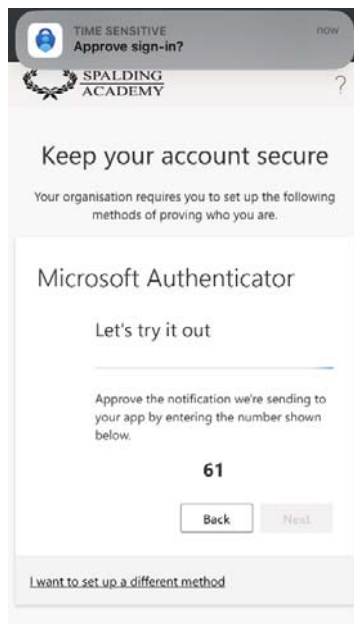
15. Click on the account to check account is connected correctly.



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

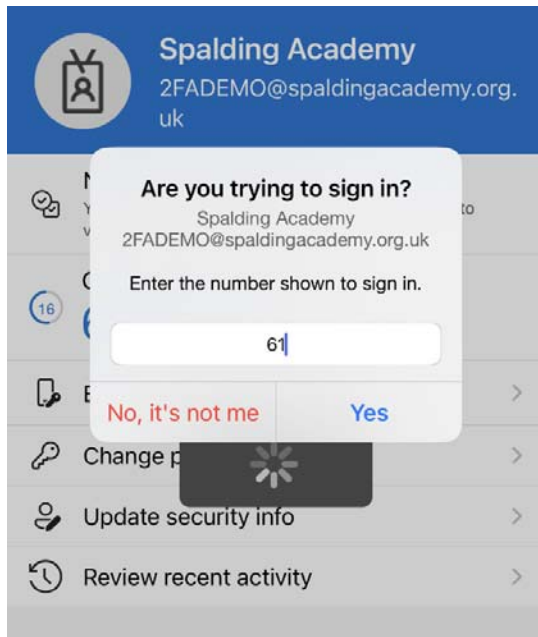


17. This will then load a screen with a prompt appearing from the app to approve the sign in and a code. Click on the 'Approve Sign-In?' button. Remember the two-digit numbers shown you will need these for the next step.

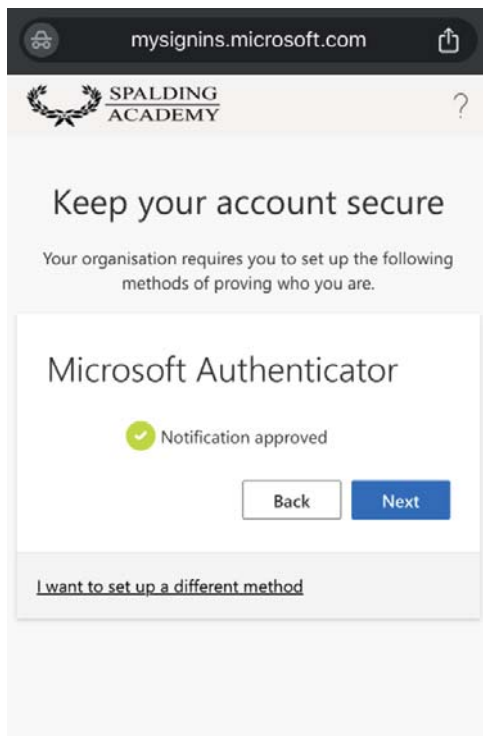




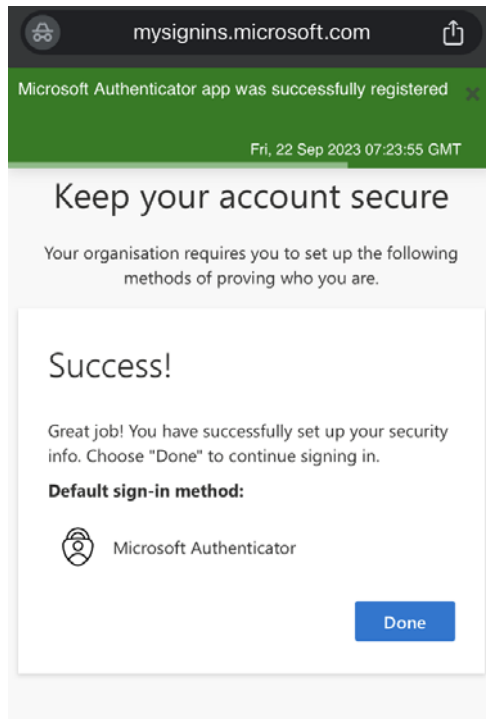
18. Then enter the code which was shown on the previous page and click 'Yes'



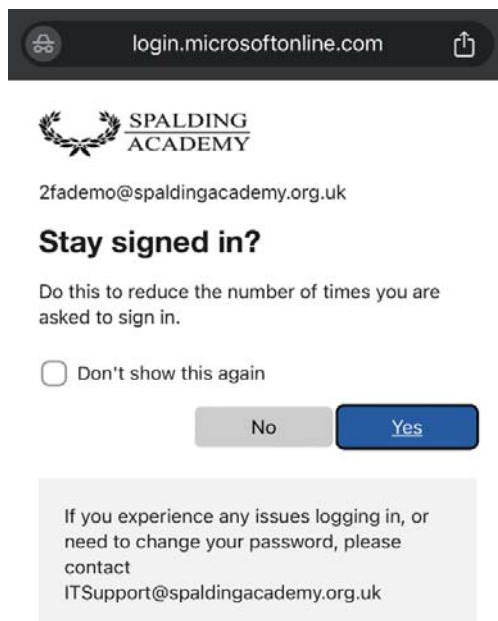
19. Go back to the internet app with outlook.office.com loaded and the below screen will appear click the next button.



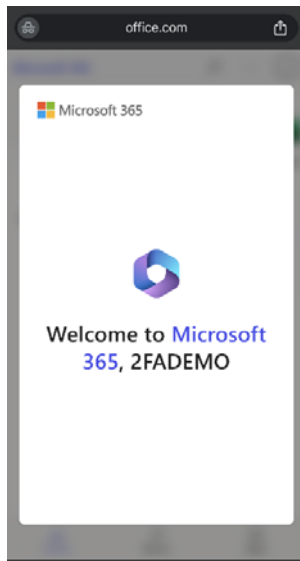
20. You should then receive the below screen to say this has now been set up successfully.



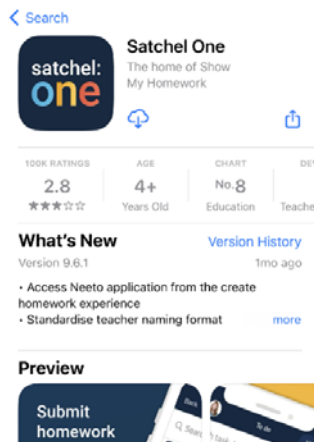
21. You will then be prompted if you want to remain logged in – if this is a shared device, please press no.



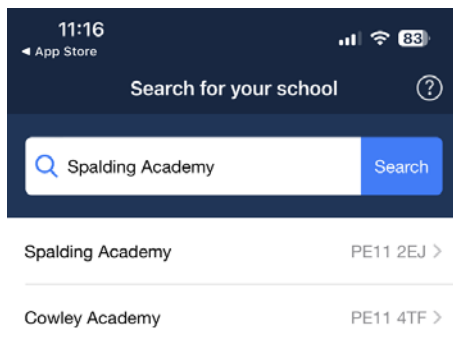
22. You should then receive a screen to say welcome to Microsoft as shown below.



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.

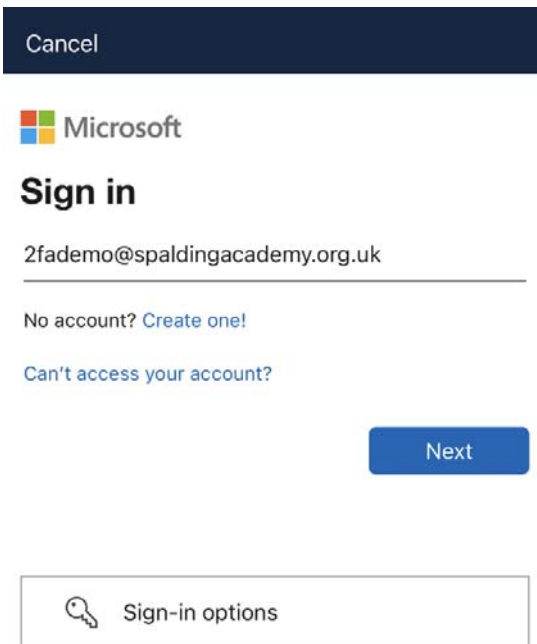


The screenshot shows a mobile app login screen for 'Spalding Academy'. At the top, there are navigation links for 'Back' and 'Log In'. Below the academy name, there are two main options: 'I already have an account' with a button 'Log in with email or username', and 'I do not have an account yet' with a button 'Log in with PIN or Parent Code'.



The screenshot shows a screen with the word 'or' at the top, followed by three sign-in options: 'Sign in with Google', 'Sign in with Office 365', and 'Sign in with RM Unify'. The 'Sign in with Office 365' option is highlighted with a blue bar at the bottom.


26. Enter school email address same as before.



The screenshot shows the Microsoft 'Sign in' screen. At the top, there is a 'Cancel' button. Below the Microsoft logo, the text 'Sign in' is displayed. The email address '2fademo@spaldingacademy.org.uk' is entered in the text field. Below the text field, there are links for 'No account? Create one!' and 'Can't access your account?'. At the bottom right, there is a blue 'Next' button. At the bottom left, there is a link for 'Sign-in options' with a key icon.

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

Cancel

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**Enter password**


Password

Sign in

If you experience any issues logging in, or need to change your password, please contact


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

Cancel

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**Approve sign-in request**

 Open your Authenticator app, and enter the number shown to sign in.

35

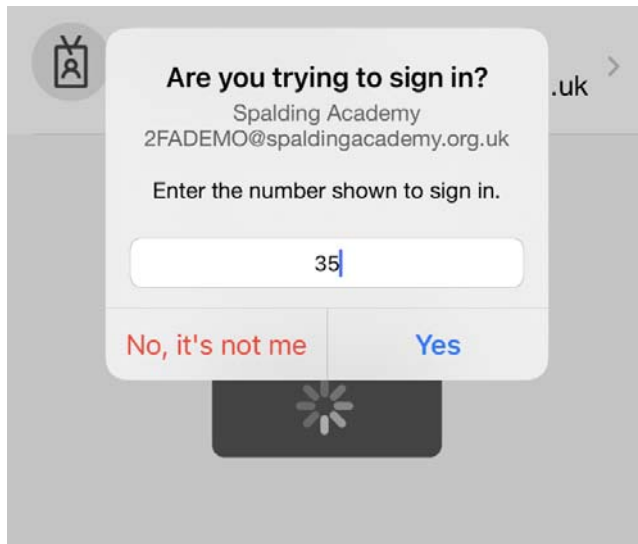
No numbers in your app? Make sure to upgrade to the latest version.

[I can't use my Microsoft Authenticator app right now](#)

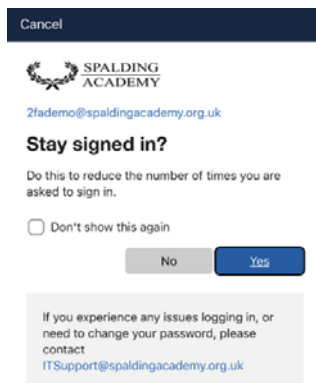
[More information](#)

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ITSupport@spaldingacademy.org.uk

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

