







Circular No. 16

Online Classes Log in Details

Dear Parent,

Please be informed that we will be switching over to the online platform for conducting classes through **Microsoft Teams** very soon. Every ISB student is required to log into the **Microsoft ID** with a password. Kindly follow the following steps to sign in to your ward's **Microsoft Licensed ID**.

- 1. Open the internet browser (Chrome) and type 'Office365 Login'
- 2. Click Office 365 Login
- 3. Click Sign In
- The student user id is <u>GR No@indianschool.bh</u>
 For eg. If the GR No. is 37896, then the id will be <u>37896@indianschool.bh</u>
- 5. The password will be Virtual123
- 6. Once the student signs in with the email id and password, the system will prompt to change the password.
- 7. Change the password (remember the id and password)
- 8. If on a laptop, your ward will see many icons including Outlook and Teams on the page and your ward will be ready to join **Microsoft Teams** online classes upon invitation by the teachers.
- If in mobile, kindly download Teams App and use the same id and password to login. Your ward will be ready to join Microsoft Teams online classes upon invitation by the teachers.
- 10. Once all students set their accounts the **school will update the schedule** and procedures for the online classes.
- 11. Please note that each child will have to login separately using their GR No.

Regards Principal



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