



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**
4. The student user id is GR No@indianschool.bh
For eg. If the GR No. is 37896, then the id will be 37896@indianschool.bh
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.
9. 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

