

Ref: ISB/CIR/05/2020

Date: 14th April, 2020

ONLINE CLASSES LOG IN DETAILS

Dear Parent,

Please be informed that along with the self-paced Virtual Learning platform (videos and learning material) that was made available to you from 12th April 2020, we will also be introducing 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 steps below to sign in to your ward's **Microsoft Licensed ID**.

1. Open the internet browser (Chrome) and type '**Office 365 Login**'
2. Click **Office 365 Login**
3. Click Sign in
4. The student User ID is **GRNo@indianschool.bh**
For eg. If the GR No. is 37896, 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).
 - * Password must be eight or more characters long.
 - * Password must contain characters from two of the following four categories:
 - a. Uppercase characters A-Z (Latin Alphabet)
 - b. Lowercase characters a-z (Latin alphabet)
 - c. Digits 0-9
 - d. Special characters (! , \$, # , etc)
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 to Outlook.
9. If on mobile, kindly download **Teams App** and use the same ID and password to log in. 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 log in separately using their GR. No.

Warm Regards,

Pamela Xavier

Pamela Xavier
Principal

