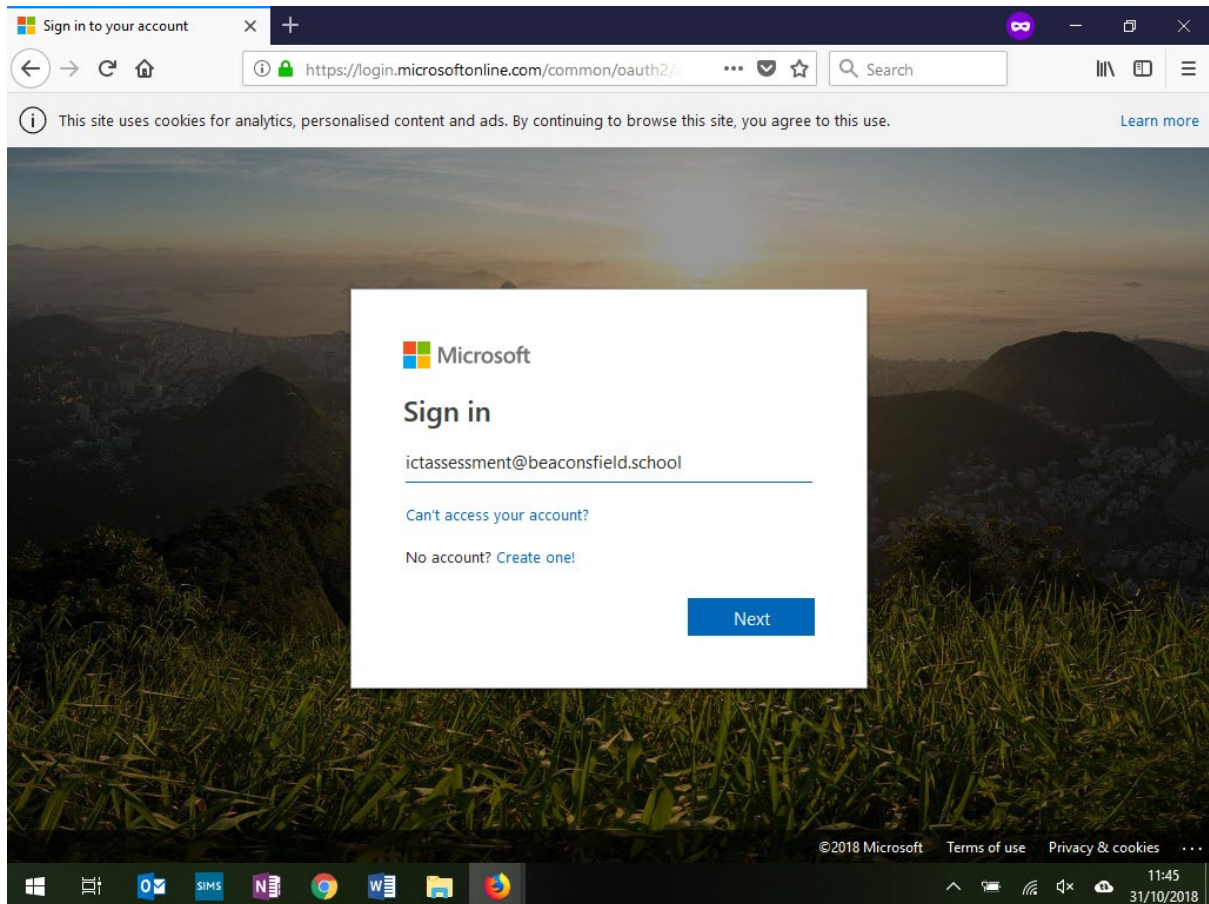


ADFS Guide - November 2018

Logging in to Microsoft 365

Go to www.office.com



Enter the email address given this can be provided by the mentor if forgotten. Usually this follows the following format:

Number first initial surname @beaconsfield.school

e.g.

18aratcliffe@beaconsfield.school

Click next

An ADFS box will come up similar to below, enter the username only e.g.

18aratcliffe@beaconsfield.school would become 18aratcliffe

The password will be the same password the students use to log into the machines

Sign in to your account

https://login.microsoftonline.com/common/oauth2/...

This site uses cookies for analytics, personalised content and ads. By continuing to browse this site, you agree to this use. [Learn more](#)

Authentication Required

https://adfs.beaconsfield.school is requesting your username and password.

User Name: ictassessment

Password:

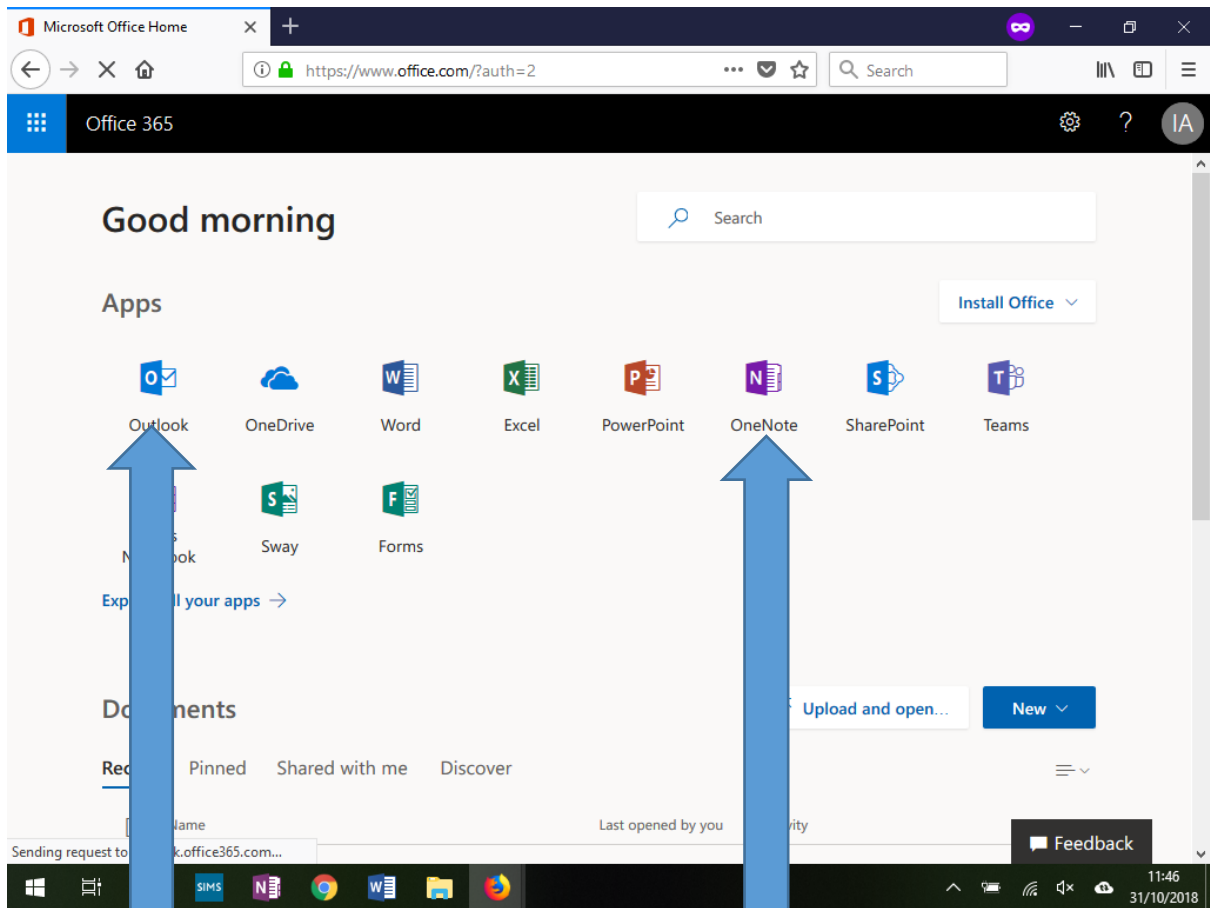
OK Cancel

Cancel

Waiting for adfs.beaconsfield.school...

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11:46 31/10/2018



Outlook for emails

Onenote for homework and classwork

Login Issues

We are finding that increasingly more students are unable to log into their Microsoft 365 accounts due to saved credentials from siblings or other users of Microsofts email platform. This often results in the user not able to log in.

There are 2 ways to circumvent this issue. The first is to create individual user accounts

A link for which can be found below

<https://support.microsoft.com/en-us/help/13951/windows-create-user-account>


<https://www.lifewire.com/create-new-user-account-mac-2260738>

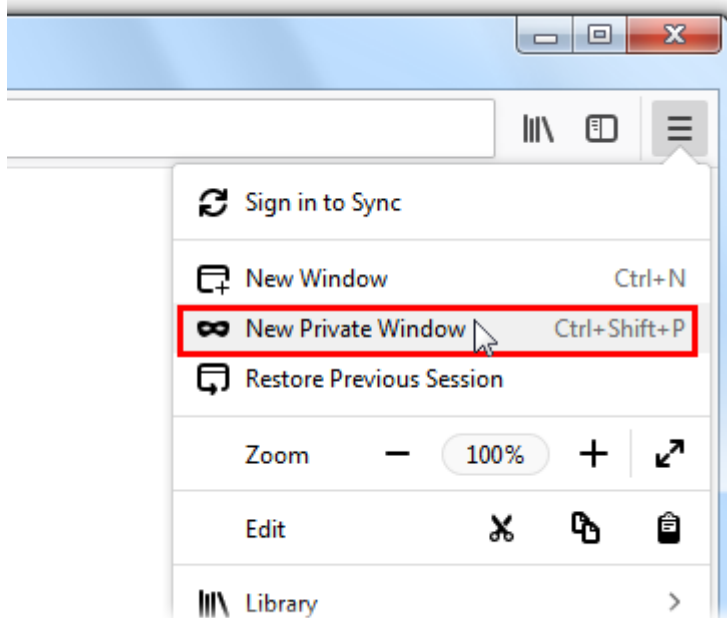
However perhaps the easier option is to download Mozilla Fire fox and use the private browsing window

Mozilla can be downloaded from here

<http://www.mozilla.org/en-GB/firefox/new/>

Open a new, blank Private Window

- Click the menu button  and then click New Private Window.



This will prevent the computer from logging in as another user.