

Monday Morning (8th February)

Your password for Office 365 and Teams will be change to the new password on this letter. **Your old password will work until Sunday 7th February.**

If Using Office.com

Log in with your new password

If using the Teams app on Desktop, Laptop, tablet or phone

Sign-out if already logged in and sign in with your new password

If the new password does not work, check it has been entered correctly as it will be case sensitive. If this does not work, the follow either of the steps below

email

ITSupport@sharemat.co.uk with –
Your name, school (TCA) and year group. A new password will be generated and sent to you. Your parents can do this if you don't have another email address

Call reception on 01924 324890 with your email address and name. A new password will be generated for you.