Lynne Lambert
Headteacher

Breadalbane Academy
ABERFELDY PH15 2DU
Tel 01887 822300 • **Fax** 01887 820464
Email **breadalbane@pkc.gov.uk**
Website www.breadalbane.pkc.sch.uk

Dear Parent/Carer

New Pupil Email/Teams Login

During the summer holiday, the school migrated to a new Microsoft 365 tenancy. As a result, all pupils have been issued with a new school email address and password.

Pupils will receive their new login details in school. These details will be required to access Microsoft Teams and other Microsoft 365 applications at home, including those needed for homework and accessing resources to support their learning for all year groups.

Logging in at Home

To access their new account, pupils should:

1. Visit **www.office.com** (or search for "Microsoft 365" using a web browser).
2. Enter their new school email address and password.
3. The email address is their **username@ea.pkc.sch.uk**
4. Sign in to access Microsoft 365 services.

Once logged in, pupils will have access to a range of applications, including:

- **Microsoft Teams** - for homework, class materials and communication.
- **Outlook** - for school email.
- **Word**, **PowerPoint**, **Excel** and other Microsoft 365 applications.

Using the Microsoft Teams App

If the Microsoft Teams app is already installed on a device, the new school account will need to be added. In some cases, it may be necessary to sign out of any previous school account before signing in with the new credentials.

If your child experiences any difficulties accessing their account, please contact the school for support.

Thank you for your cooperation and support.

Yours faithfully

School Office