How do I sign into Satchel One when I'm at school?

1.	Log on to a school computer	
2.	Double click the *Satchel One* shortcut on the desktop	
3.	On the *Satchel One* sign-in screen, click the "Sign in with Office 365" button. You will then be signed into *Satchel One* automatically.	

How do I sign into Satchel One when I'm at home using a computer / laptop?

1.	If using a computer, open a web browser and go to.... https://www.satchelone.com	
2.	On the *Satchel One* sign-in screen, enter the school's postcode **HP21 7NH** into the "Search school" field and then click on the school's name as shown.	
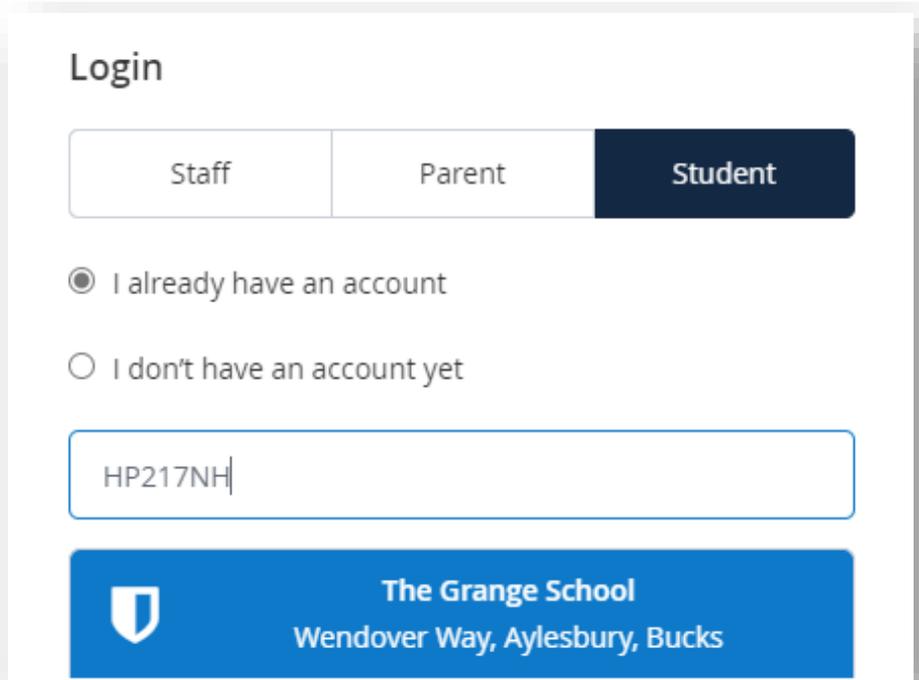
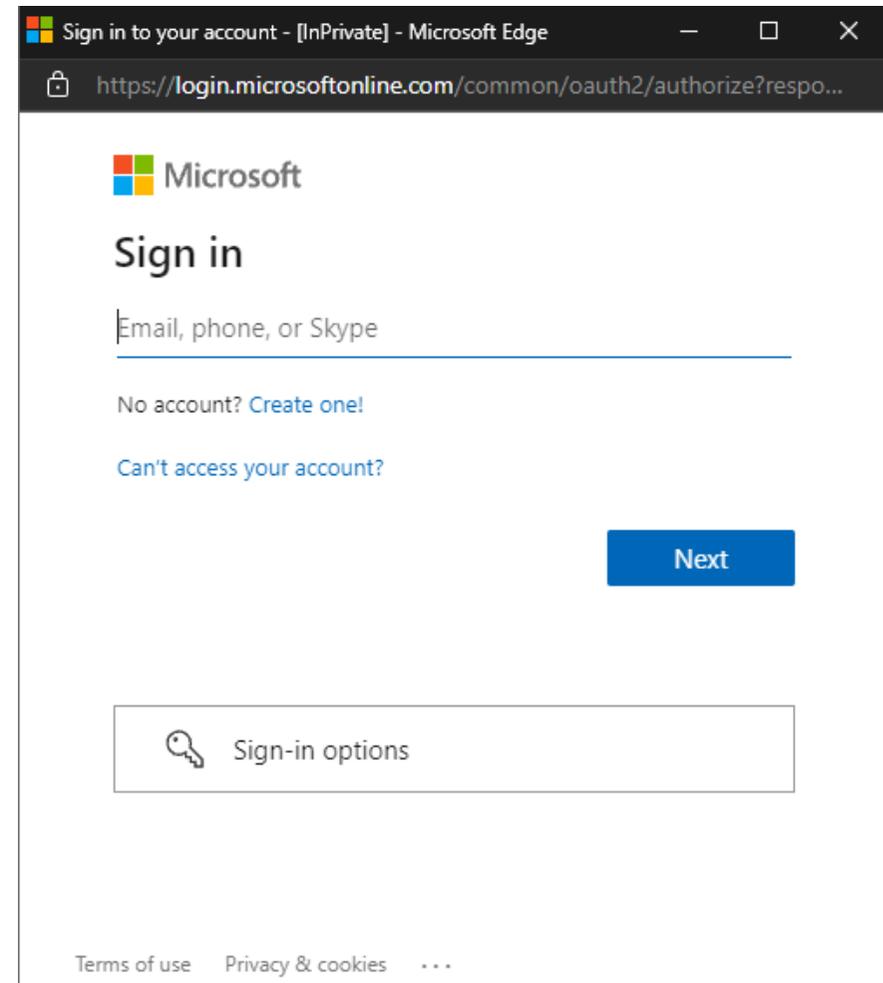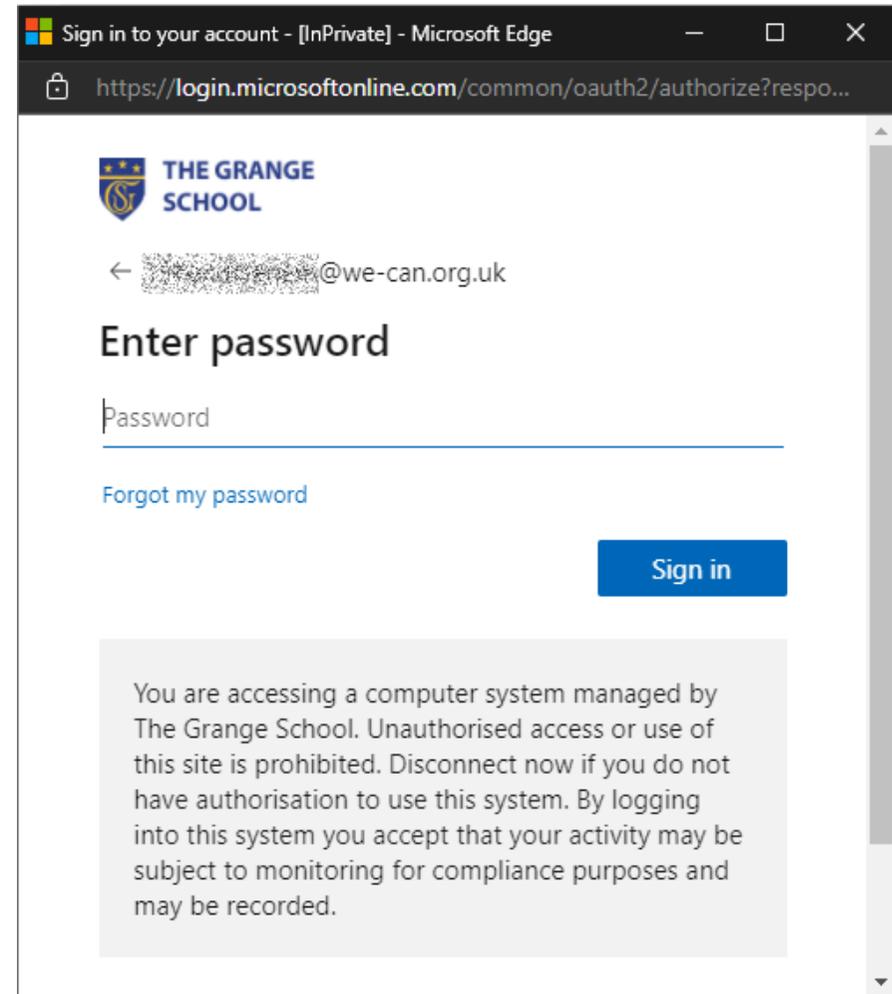| 3.	With the correct school selected, click the "Sign in with Office 365" button. A new *Microsoft Sign-in* window will open.	Sign in with Office 365
4.	In the *Microsoft Sign-in* window, enter your **school email address** and then click the "Next" button. **REMINDER:** A student's school email address is made up of their username plus *@we-can.org.uk* Example: If a student's username is *19SMITHEx* then their email address is *19SMITHEx@we-can.org.uk* **PLEASE NOTE:** A student's password for Office 365 is **always** the same as the password used to log on to school computers. Therefore, if a student changes their password on a school computer, it is also changed for Office 365.	

5.	At the *Enter password* screen, enter your **school password** (the same one you use to log on to school computers).

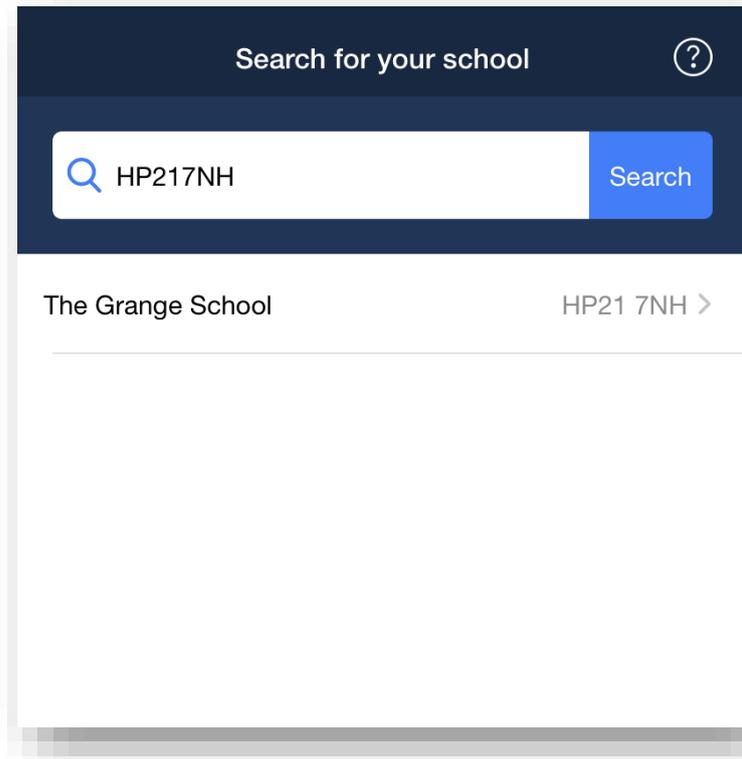# How do I sign into Satchel One when I'm using a phone / tablet?

1.	If using a phone or tablet device, install the *Satchel One* app from your device's app store. Once installed, open the app.	App Store / Google Play
2.	The first time you open the *Satchel One* app, you'll need to search for our school. Enter the school's postcode **HP21 7NH** into the search field and then click on the school's name as shown.	Search for your school ⑦ 🔍 HP217NH Search The Grange School HP21 7NH ›

| 3. | With the correct school selected, click the "Sign in with Office 365" button.

A new *Microsoft Sign-in* window will open. | |

4.	In the *Microsoft Sign-in* window, enter your **school email address** and then click the "Next" button.
	REMINDER:
	A student's school email address is made up of their username plus *@we-can.org.uk*
	Example:
	If a student's username is *19SMITHEx* then their email address is *19SMITHEx@we-can.org.uk*
	PLEASE NOTE:
	A student's password for Office 365 is **always** the same as the password used to log on to school computers.
	Therefore, if a student changes their password on a school computer, it is also changed for Office 365.

5.	At the *Enter password* screen, enter your **school password** (the same one you use to log on to school computers).	

Cancel

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🛡 SCHOOL

← ▓▓▓▓▓▓▓▓▓@we-can.org.uk

Enter password

Password

Forgotten my password

Sign in

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