Chair of Governor's E-mail – Office 365

Has your school's chair of governor's email account been created?
To check if a chair account has been created, log on to the Microsoft Online Portal website:

https://portal.microsoftonline.com

From this website you will be able to:
1.   see and create accounts;
2.   or reset a password.

Please set up the email account as: chair@........... school.etc

If the account has not been set up please continue with the steps below.

1. Do you have the Office 365 administrator password?
Your school's ICT subject leader / co-ordinator may know this. Please check with them. If you have this information please go to step 3.

2. What do I do if I cannot identify this password?
If you do not know your Office 365 administrator password, please use the 'forgot your password' link on the above web page to reset your password.

3. When I have my administrator password what do I do?
When you have your administrator password, you will be able to login in to amend all e-mail accounts for your school. There is no limit to the number of email accounts you can have under Office 365.

4. Sending a test e-mail
Once you have set up your chair of governors e-mail account, please forward a test e-mail to governor.services@gloucestershire.gov.uk to tell us you are "up and running"

5. Still experiencing problems????
Depending on who originally setup your account please contact either the schools ICT Service support team or South West Grid for Learning.
Schools ICT Support Team: sso@gloucestershire.gov.uk
SWGfL: support@swgfl.org.uk