

How to guide: Logging into Microsoft 365 for the first time...

Group Lead Volunteers will automatically be granted a login and access; the details will be emailed to you.

If you wish to delegate access to other volunteers in your Group, you will need to email the IT administrator, and the person will need to request a District account via the request page.

If you have any problems logging in or otherwise require any support, please contact the IT administrator: admin@staffordscouts.org.uk

Important: if you are already logged into another Microsoft 365 account on your web browser, you will need to log out first.

Stage 1 – MS365 login page

Option 1 – access it via the [District Lead Volunteers & Trustees](#) page.

Press to open the document matrix. This will take you to the MS365 login page.

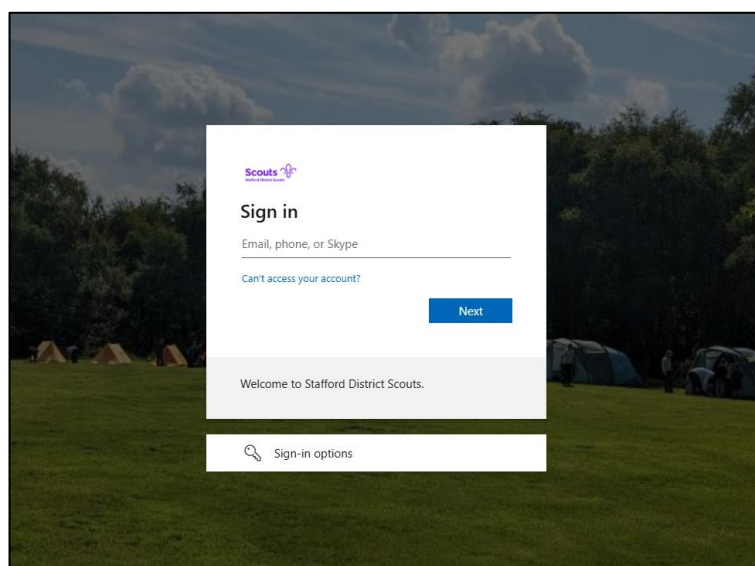
SharePoint: Document Matrix

The District Leadership Team and Trustees will have access to the documents uploaded here.
Group Lead Volunteers will have access to their own Group's folder.

Accessing SharePoint will require you to log in via Microsoft 365. You will need your username: `firstname.lastname@staffordscouts.org.uk` and password.

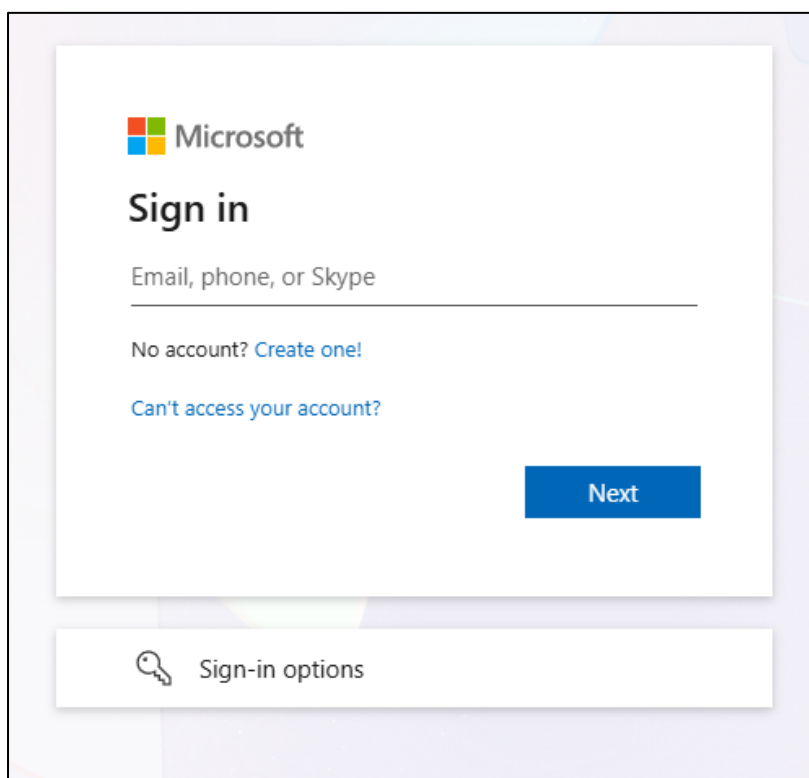
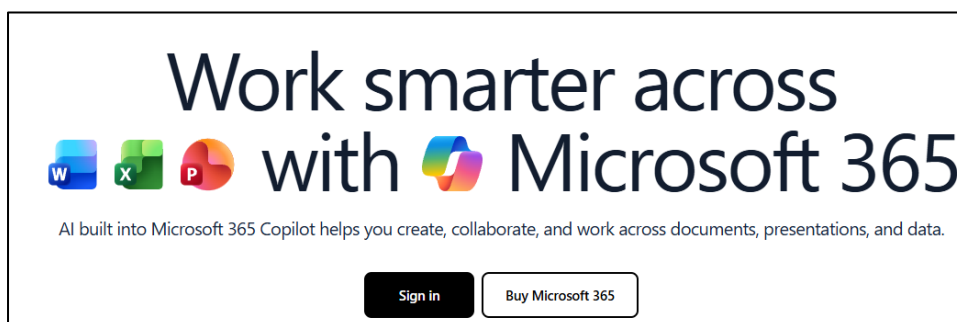
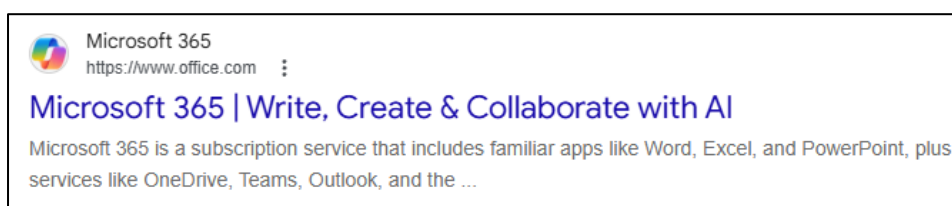
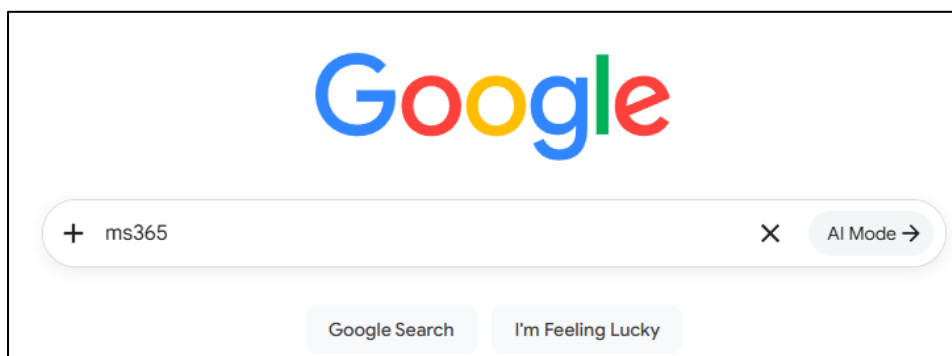
SharePoint: Document Matrix

SharePoint: How to Guides & FAQs (coming soon...)



Option 2 – access the login page via a Google search.

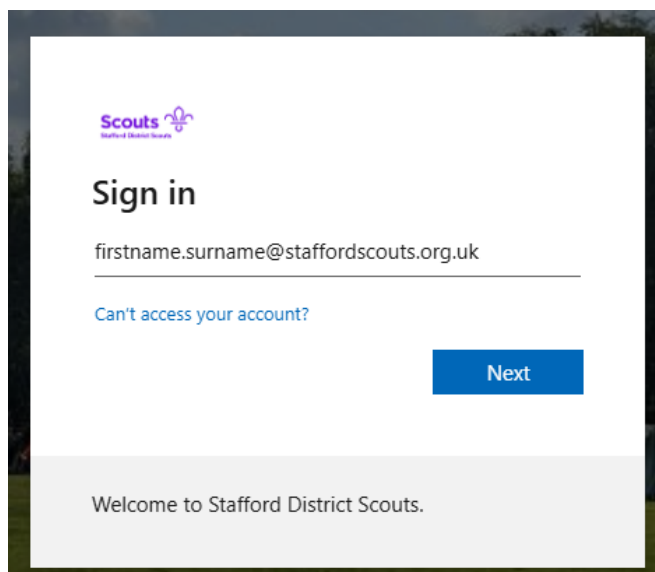
Google “ms365” and navigate your way to the login page.



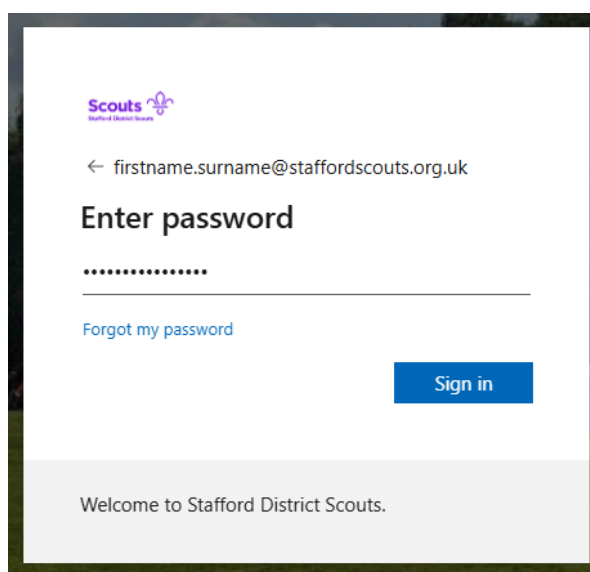
Stage 2 – Login Details

Use your District login details provided to log in.

Your username will be your: `firstname.lastname@staffordscouts.org.uk`



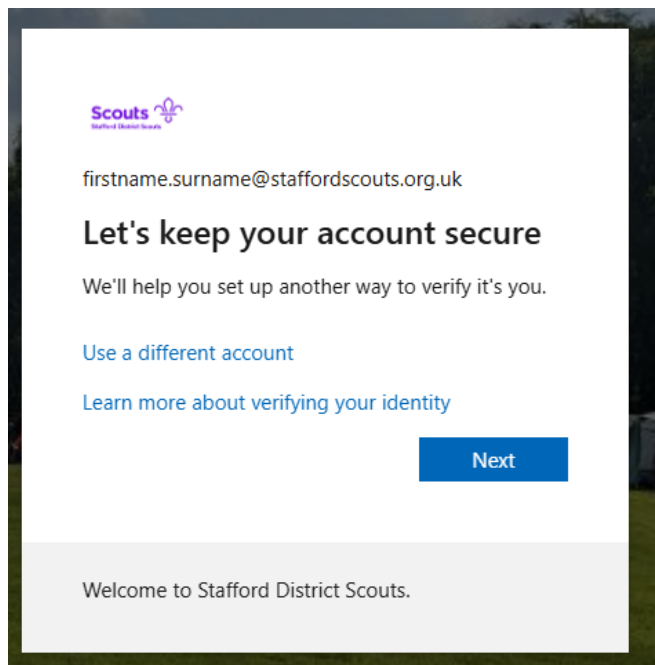
The screenshot shows the 'Sign in' page for Stafford District Scouts. At the top left is the Scouts logo. Below it, the text 'Sign in' is displayed. A text input field contains the email address 'firstname.surname@staffordscouts.org.uk'. Below the input field is a link that says 'Can't access your account?'. At the bottom right is a blue button labeled 'Next'. At the bottom of the page, a grey bar contains the text 'Welcome to Stafford District Scouts.'



The screenshot shows the 'Enter password' page for Stafford District Scouts. At the top left is the Scouts logo. Below it, the text 'Enter password' is displayed. Above the password input field is a back arrow and the email address 'firstname.surname@staffordscouts.org.uk'. The password field is filled with dots. Below the input field is a link that says 'Forgot my password'. At the bottom right is a blue button labeled 'Sign in'. At the bottom of the page, a grey bar contains the text 'Welcome to Stafford District Scouts.'

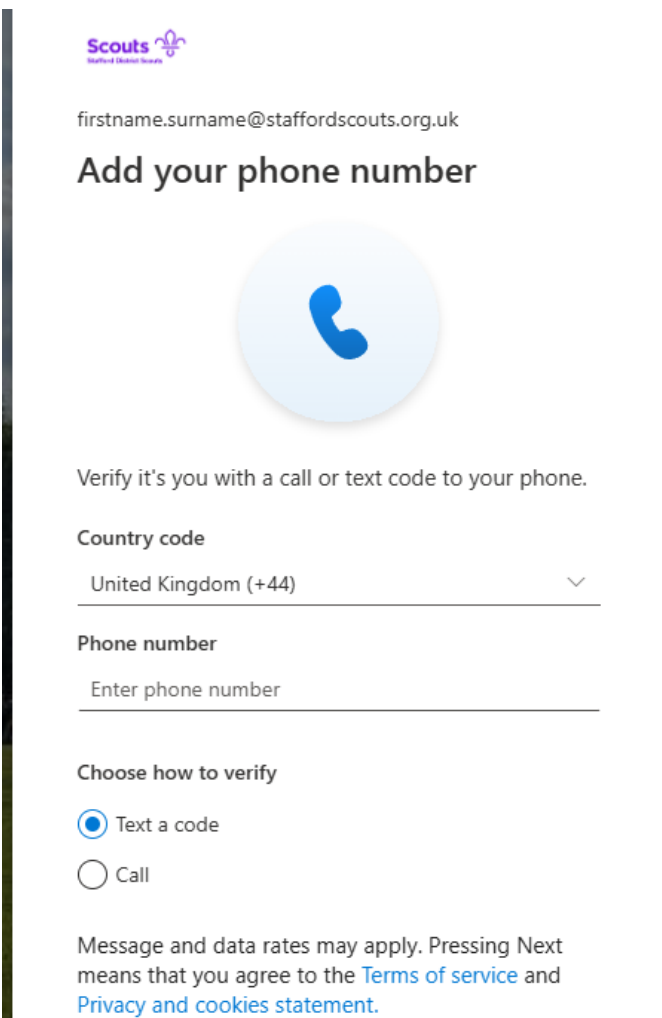
You will be prompted to change your password. Make this something unique and rememberable.

Then, you will be prompted to secure your account by adding your mobile number. This is in case you need to recover your account, and for security purposes.



The screenshot shows the 'Let's keep your account secure' page for Stafford District Scouts. At the top left is the Scouts logo. Below it, the text 'Let's keep your account secure' is displayed. Above this text is the email address 'firstname.surname@staffordscouts.org.uk'. Below the title is the text 'We'll help you set up another way to verify it's you.' Below this are two links: 'Use a different account' and 'Learn more about verifying your identity'. At the bottom right is a blue button labeled 'Next'. At the bottom of the page, a grey bar contains the text 'Welcome to Stafford District Scouts.'

Alternatively, you can do this with another email account instead.



The screenshot shows the 'Add your phone number' page for Stafford District Scouts. At the top left is the Scouts logo. Below it, the text 'Add your phone number' is displayed. Above this text is the email address 'firstname.surname@staffordscouts.org.uk'. In the center is a large blue circular icon with a white telephone handset. Below the icon is the text 'Verify it's you with a call or text code to your phone.' Below this are two sections: 'Country code' with a dropdown menu showing 'United Kingdom (+44)' and a downward arrow, and 'Phone number' with a text input field containing 'Enter phone number'. Below these is a section titled 'Choose how to verify' with two radio buttons: 'Text a code' (which is selected) and 'Call'. At the bottom, there is a paragraph of text: 'Message and data rates may apply. Pressing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).'

You will be sent a verification code by text. Enter this...



← firstname.surname@staffordscouts.org.uk

Verify your phone number

Enter the code we sent to +44 07

Enter code

[Didn't receive the code?](#)

[Other options](#)

Next

You may be asked to stay signed in. This means you will be kept signed in, and you won't need to log in every time you need to access the Document Matrix or other services.



firstname.surname@staffordscouts.org.uk

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

☐ Don't show this again

No Yes

Welcome to Stafford District Scouts.

And you're in!

Stage 3 – from here...

If you logged in via the Document Matrix button on the District website, you should be taken to the Document Matrix SharePoint automatically...

Document Matrix | Stafford District Scouts

Documents See all

[+ New](#) [Upload](#) [Edit in grid view](#) [Export to Excel](#) [Sync](#) [All Documents](#)

Name	Modified	Modified By
11th Stafford Scout Group	January 10	Alex Windows Staffo
12th Stafford (Berkswich) Scout Group	January 10	Alex Windows Staffo
15th Stafford (Penkridge) Scout Group	January 10	Alex Windows Staffo
16th Stafford (Wheaton Aston) Scout Group	January 10	Alex Windows Staffo
17th Stafford (Gnosall) Scout Group	January 10	Alex Windows Staffo
20th Stafford (St. Bertelins) Scout Group	January 10	Alex Windows Staffo

If not, or if you logged in via Google search, you will need to follow the link from the district website now...

SharePoint: Document Matrix

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[SharePoint: Document Matrix](#)

[SharePoint: How to Guides & FAQs \(coming soon...\)](#)

Then, follow' the site for easy access in future. Top right corner.

 Not following  Following