

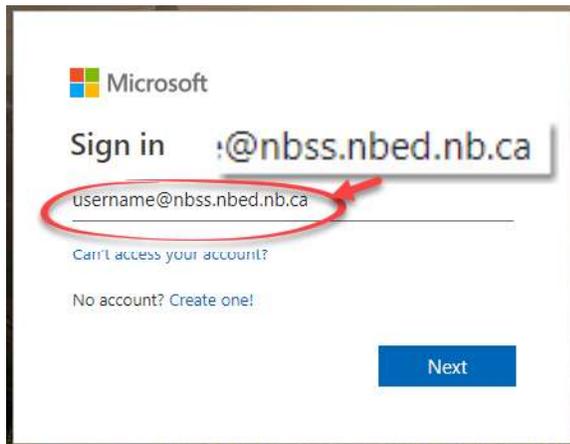
Office 365 – Student Log in

1. Open any Internet browser (except for Internet Explorer)

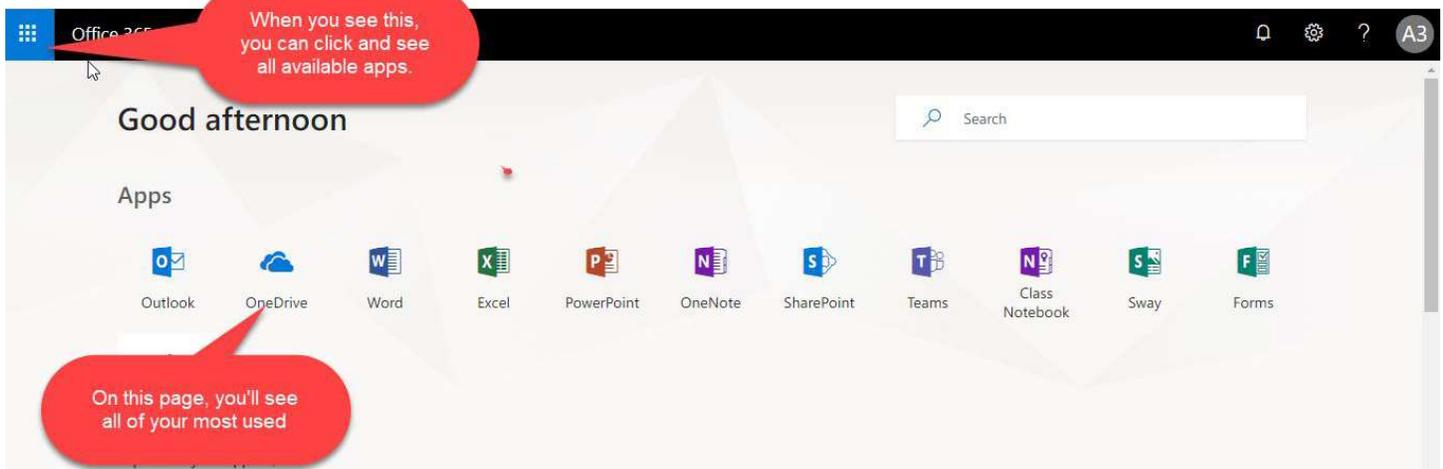


2. In the address bar, type **portal.office.com**

3. Enter your school email address using this format: **username@nbss.nbed.nb.ca** and then enter your school computer password.



4. The Office 365 homepage will open. Here you see the most used apps that are available to you.



5. **Outlook**- This is your email.
OneDrive- This is online storage for files.
Word / Excel / PowerPoint- These are online versions of the software that you already have used and know.