

How To Access Office 365

Following these steps should allow students to access Office 365 from home. This provides access to student Outlook (email), TEAMS, Microsoft Word, PowerPoint, Excel and many other Microsoft Office Apps. All students at Central New Brunswick Academy have access to this.

If you are accessing on a computer (laptop or desktop):

1. Go to <https://www.office.com>
2. Click "Sign In"
3. To sign in use your school email (first 3 letters of first name first 3 letters of last name 5 digits@student.nbed.nb.ca) example debsmi44444@nbss.nbed.nb.ca
4. If prompted choose "Work or School Account". You will then be taken to "Your organization's sign in page"
5. The password is the same password used to log into school computers
6. You will be asked if you want to stay signed in – if this is a family computer or public device this isn't recommended
7. You will then be taken to the Office 365 Homepage – this is where you will have access to all Microsoft Apps including Outlook which is the app for email access. If you have a phone, tablet, etc. you can access Office 365 through a web browser (ex. Safari) or through individual Office apps (Outlook, Word, etc.). Download the app and when you open it you will be prompted to log in. Follow the above steps #3-5. Once you log into one app you should be automatically logged into all other Office apps on that device.