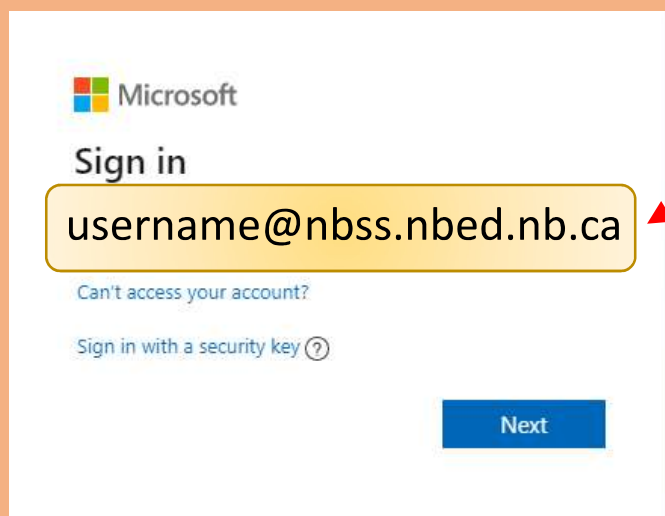


Office 365 – How to login

Go to : www.office.com

Use Chrome  or Edge 

Use your school email and password

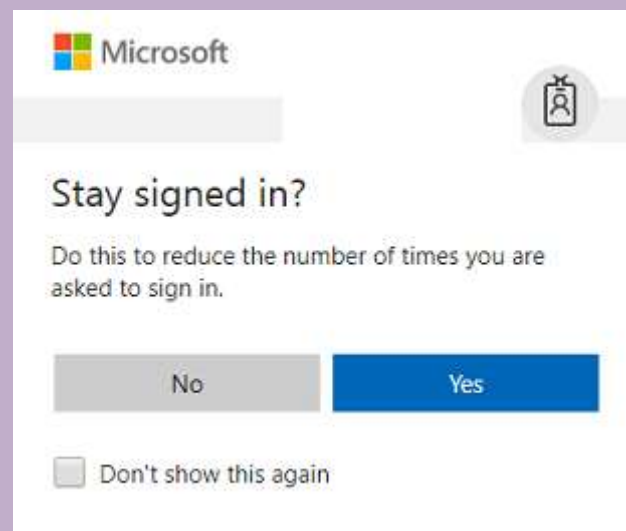


★ Must use the correct domain
[@nbss.nbed.nb.ca](mailto:username@nbss.nbed.nb.ca)

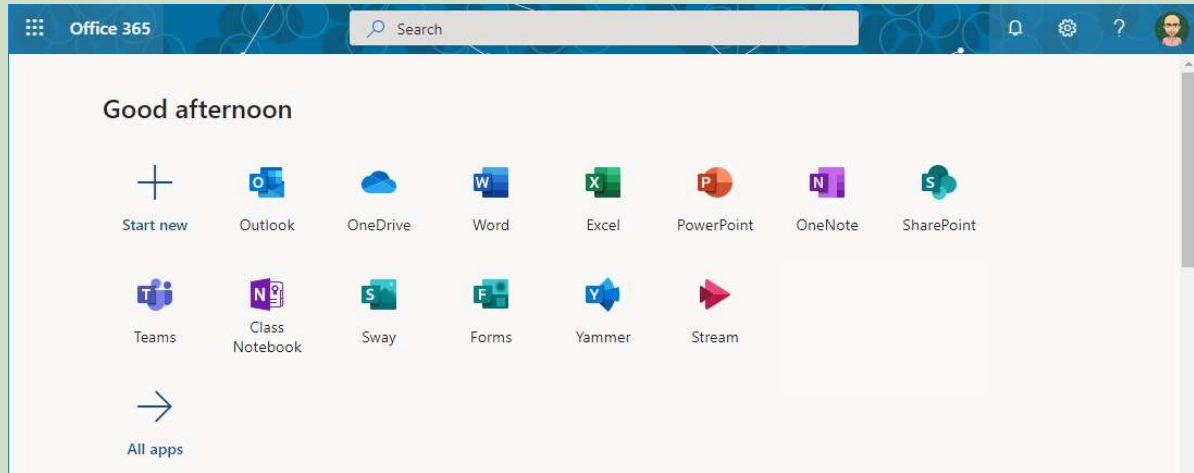
and be sure there are NO spaces

★ This same email and password will be used if using mobile apps on phones and tablets

* If you are on a shared computer, select “No”. If this is your personal computer, you could choose “Yes”



Welcome to the O365 Dashboard



Some important applications

A diagram consisting of five callout boxes on the left, each containing an application icon and name. Lines from the right side of each box point to descriptive text on the right. The boxes are: 1. OneDrive (blue cloud icon) with the text "Cloud storage for all your files". 2. Teams (purple 'T' icon) with the text "A place for all your online class conversations, notes, assignments and more...". 3. Outlook (blue envelope icon) with the text "School email". 4. OneNote (purple 'N' icon) with the text "A digital 'binder' for saving all your notes". 5. Class Notebook (purple 'N' icon with a question mark) with the text "A digital 'binder' for saving all your notes".

OneDrive
Cloud storage for all your files

Teams
A place for all your online class conversations, notes, assignments and more...

Outlook
School email

OneNote
A digital "binder" for saving all your notes

Class Notebook
A digital "binder" for saving all your notes