Accessing Free Microsoft Apps for Students on Office.com

Office 365 provides all New Brunswick students with access to a variety of web-based application by Microsoft, including Outlook (access to school email), Teams (a useful platform for online learning), Word, Excel, PowerPoint, and more. All students can access these applications using their school email address and login information. Please follow the steps below to access your free Microsoft applications.

- 1. In your Internet browser address line, type office.com
- 2. When you arrive at the Office 365 homepage, click on Sign In.
- 3. Type your email address, which for all students is username@nbss.nbed.nb.ca
 Each student has a unique username which they should know. It is the one they use to sign into school computers and the school Wi-Fi on their phones.
- 4. You will then be redirected to the NB Education sign in page. Here you will have re-enter your email address and your password (<u>username@nbss.nbed.nb.ca</u>). This is the same password you use to login to computers at school.
- 5. You will then be taken to a page with icons for all of the Microsoft Apps available to students.

If you need assistance, please email Mr. Crawford at jody.crawford@nbed.nb.ca