

Office 365: How to log in

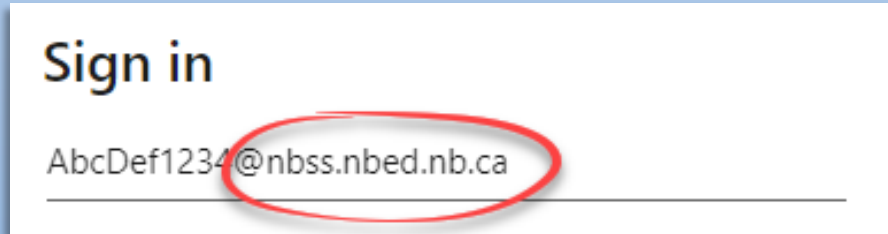
1

Open Chrome or Edge 

Go to: portal.office.com

2

Enter your school email address



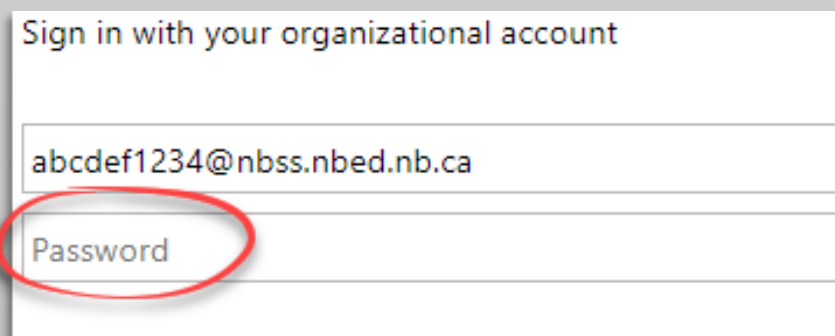
Sign in

AbcDef1234@nbss.nbed.nb.ca

<username>@nbss.nbed.nb.ca

3

Enter your computer password



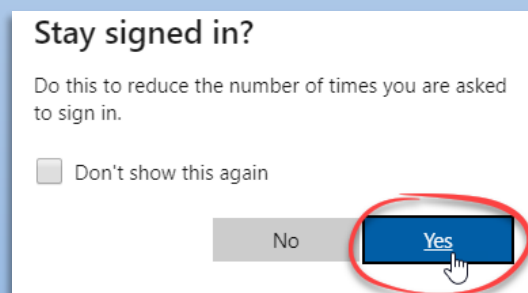
Sign in with your organizational account

abcdef1234@nbss.nbed.nb.ca

Password

4

If using a school computer...



Stay signed in?

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

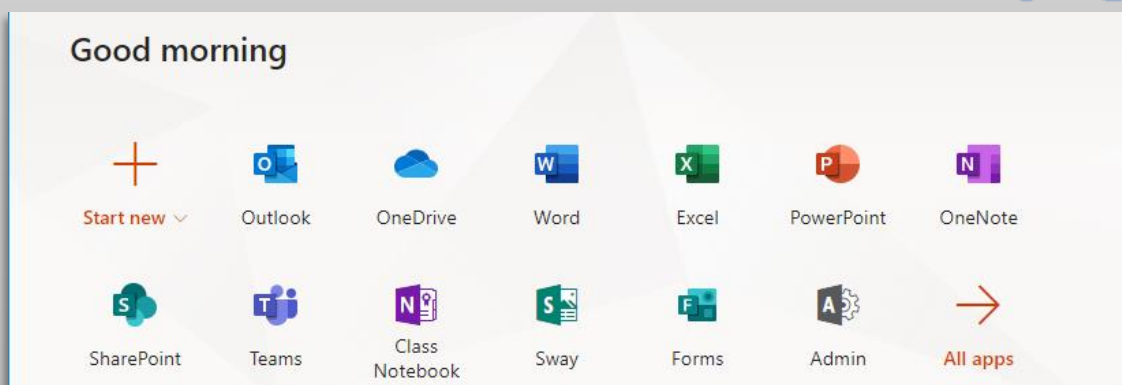
Don't show this again

No Yes

You can click Yes or No.

5

Welcome to the Office 365 home page!



Good morning

Start new Outlook OneDrive Word Excel PowerPoint OneNote

SharePoint Teams Class Notebook Sway Forms Admin All apps