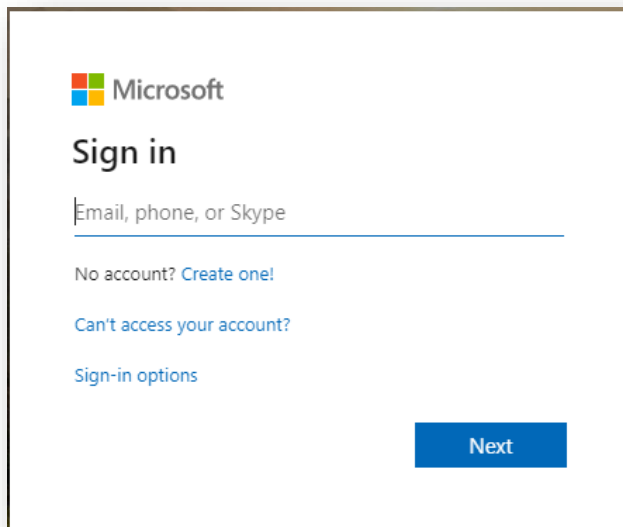


Signing into Microsoft Outlook Email

1. Using your internet browser, type in the address **office.com**
2. Click on the **Sign in** button

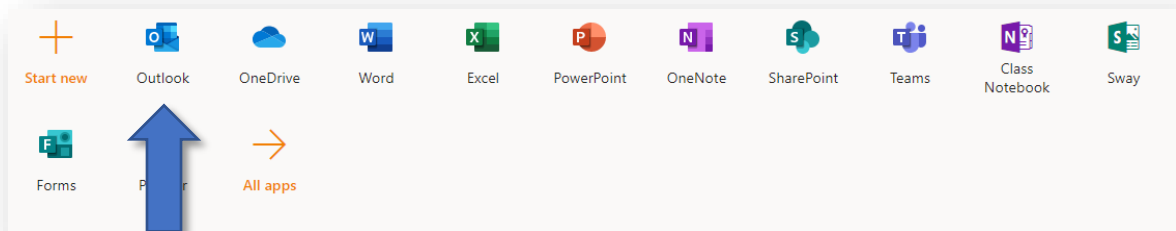


3. Use your School email address for logging in. The school email is your username followed by @nbss.nbed.nb.ca (i.e. **USERNAME@nbss.nbed.nb.ca**)



4. You will be prompted for a password. Use the same **school password** you use to log on to the school computers. **(Depending on the browser you use, you may get a pop up that requires you to enter your email address and password a second time.)

5. You will be brought to a screen that shows a variety of Microsoft applications. Click on the Outlook app.



6. In the Outlook app, you will be able to send and receive emails using your school email account. All teacher addresses can be found in Teams, on the HVHS webpage, or in the Email directory.

