**How to sign-in to your Office 365 Account**



1. **Open Google Chrome. (Found on the Desktop)**
2. **Search for Office 365 and open the first link**
3. **Click the “Sign in” button.**



1. **Input your “SCHOOL EMAIL”. (Example: UserName@nbss.nbed.nb.ca) – The UserName is what you use to login to the WIFI or a computer. Make sure you use the SAME School Email Format given above.**



1. **After you enter your email and click “Next” it should take you to another website where you must re-enter your School Email and Password.**
2. **You will be redirected to your Office 365 Account after you click Sign in.**