

# Microsoft 365: Getting Started for Students



## Office 365: First Time Login

1. Go to [www.office.com](http://www.office.com)
2. Click **Sign In**. If you already have a Microsoft account, click **Switch to a different account** or **Sign in with another account**.
3. Enter your new email and temporary password from your setting up instructions. Your new email will follow the format [firstname.lastname@student.sd57.bc.ca](mailto:firstname.lastname@student.sd57.bc.ca) Click **Sign in**.
4. You will be prompted to update your password. Enter your temporary password again, then enter your new password in the 'New password' and 'Confirm password' lines. Click **Sign in**.

School District No. 57  
(Prince George)

student3.test3@student.sd57.bc.ca

### Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

Current password

New password

Confirm password

Sign in

Note: you may see an error like this if your password is too simple.

School District No. 57  
(Prince George)

student3.test3@student.sd57.bc.ca

### Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

\*\*\*\*\*

We've seen that password too many times before.  
Choose something harder to guess. [View details](#)

\*\*\*\*

\*\*\*\*

Sign in

5. View the SD57 User Consent Form: MS Office365 by clicking on the > symbol.  
Read the form. Click **Accept**.

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schdist57 Terms of Use

In order to access schdist57 resource(s), you must read the Terms of Use.

SD57 User Consent Form: MS Office365

Zoom out Zoom in Reset zoom

**SD57 Prince George Staff Consent Form**  
**Microsoft 365 A3 - Storage of Information outside of Canada**

Our School District provides user accounts for Microsoft 365 A3 (MS365 A3) to students and employees for educational, communication and collaboration purposes. Each user will have their own secure login and password to access their email and files within MS365 A3, as well as OneDrive storage space.

While the majority of services that are a part of MS365 A3 store user data exclusively in Canada, the following services that will be used in our district store user data outside of Canada:

- Azure Directory
- Forms
- Intune
- School Data Sync
- Sway
- Yammer

The types of information stored in these services are:

- Name
- email address
- student work
- discussion content

To comply with the BC Freedom of Information and Protection of Privacy Act (FIPPA), consent is required prior to storing personal information in these services.

The School District also makes efforts to instruct users of MS365 A3 about limiting the amount of personal information that they store and share using these services.

**Consent:**  
I understand that my information in Microsoft 365 A3 may be stored outside Canada as outlined above. This consent will be considered valid from the date of acceptance, until one year after the point at which you are no longer with the School District.

For questions, please contact: Rebecca Mundie SD57 Privacy Officer 250 561 6800.

Please click Accept to confirm that you have read and understood the terms of use.

Decline Accept

6. Click **Next**. This is the beginning of setting up an alternate email or cell phone number, in case you forget your Office 365 password.
7. Click **re-enter my password**.

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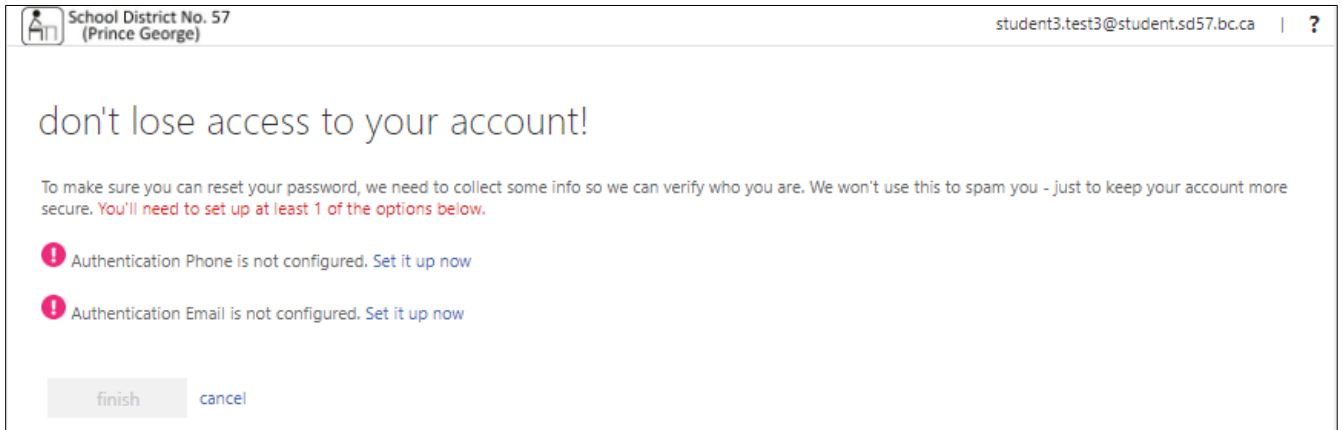
student3.test3@student.sd57.bc.ca | ?

confirm your current password

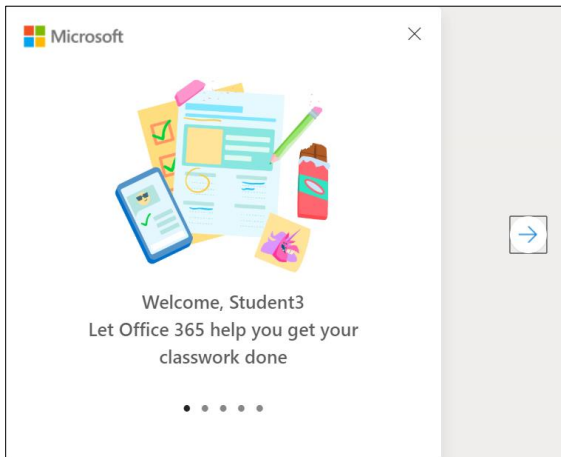
In order to keep your security information private, we need you to re-enter your current password on the next page.

re-enter my password cancel

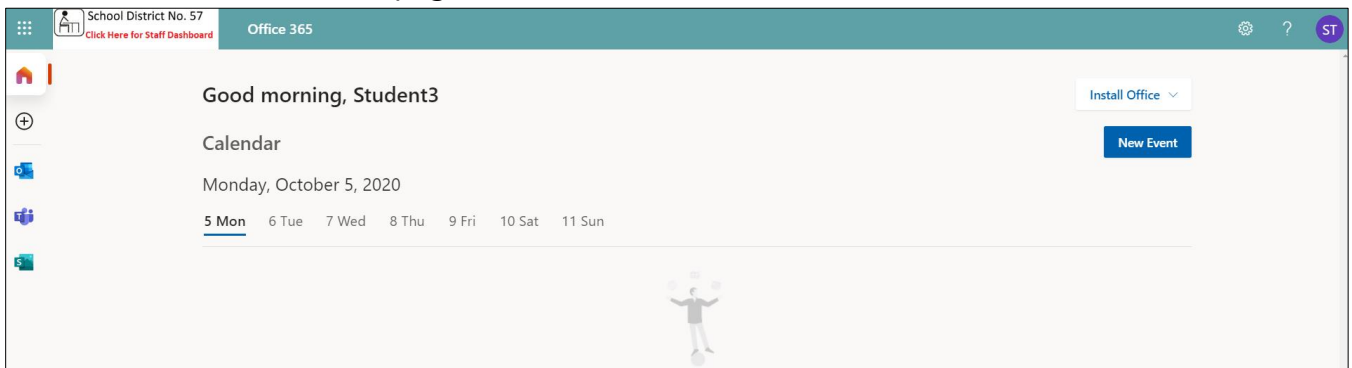
8. Enter the password you just set up. Click **Sign in**.
9. Choose to set up either an authentication phone or email. Click **Set it up now** next to the option you have chosen.



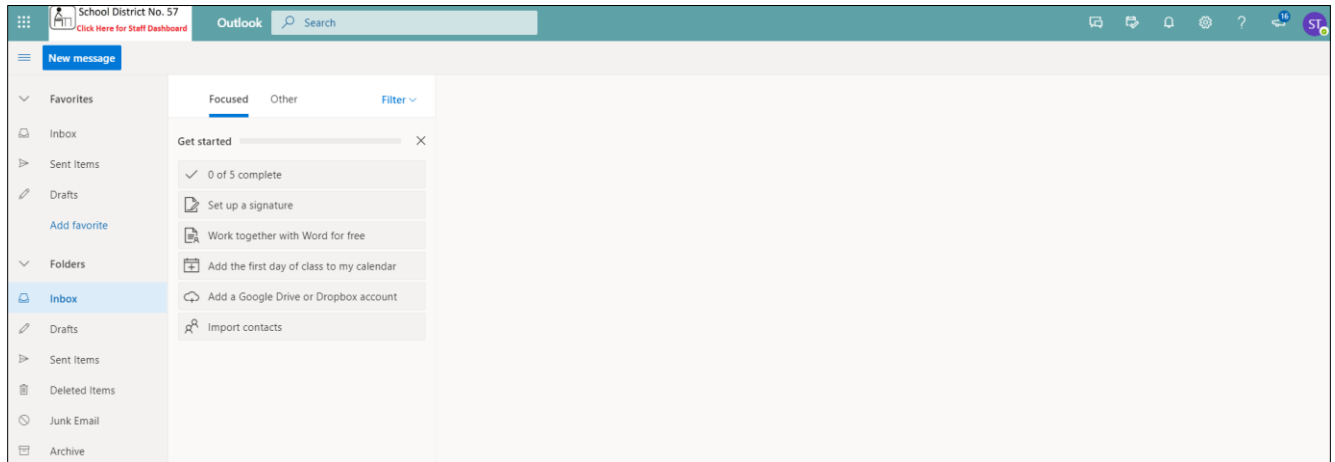
10. Office 365 will send you a verification code by phone (text or calling) or email. Enter this code in the box and click **verify**.
11. This will send you back to the 'don't lose access to your account' page. You only need to set up one method of authentication. Click **finish**.
12. A tutorial for Office 365 will pop up. Click the arrows for a brief explanation.



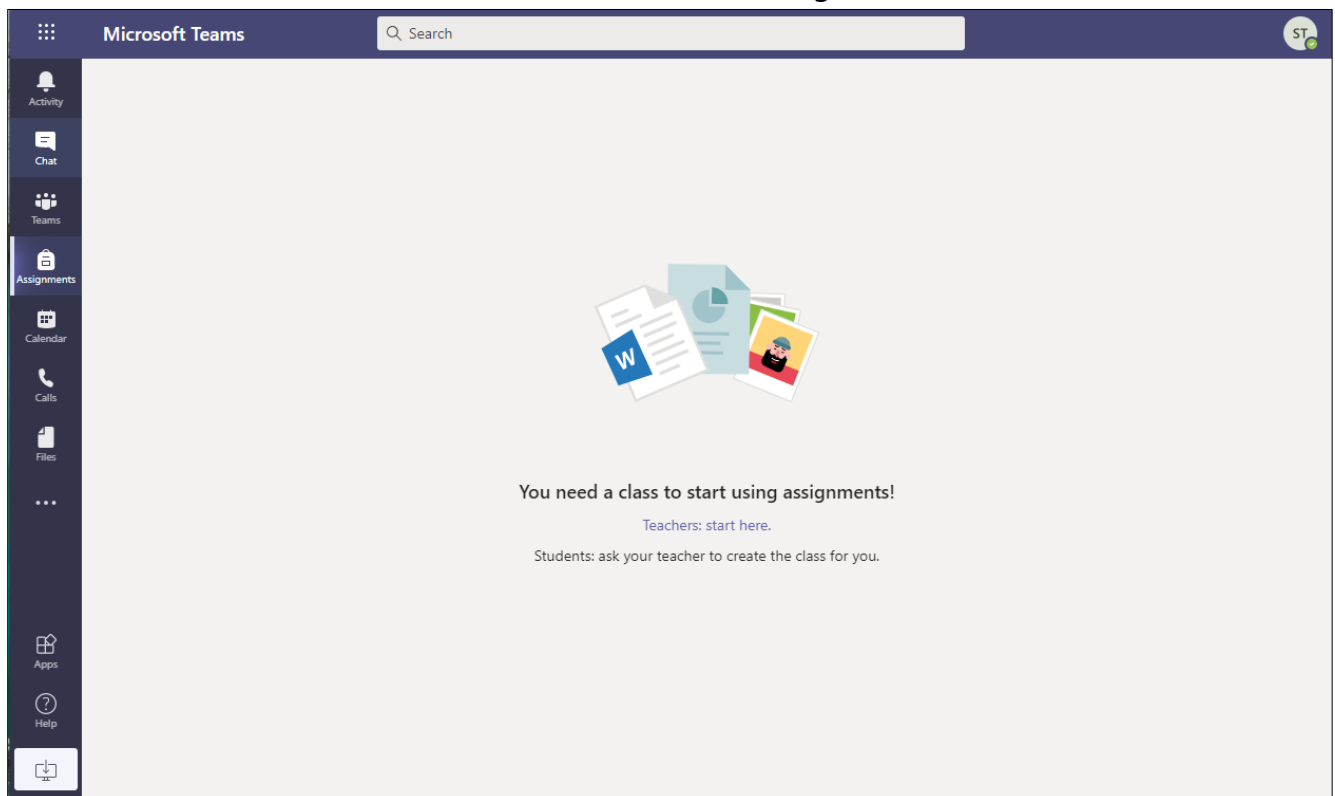
13. Your Office 365 homepage looks like this:



14. Click on **Outlook** (left menu, blue icon) for email. The gear icon on the top right is where you can change the settings.



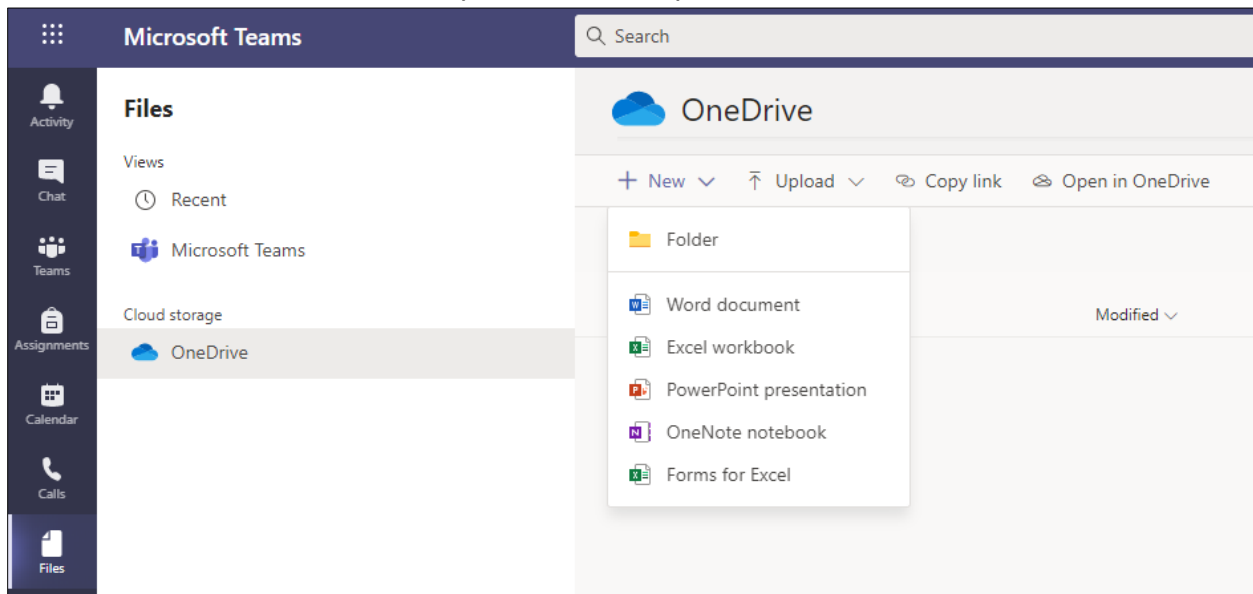
15. From the homepage, click on **Teams** (left menu, purple icon). Teams is where you will collaborate with other students and receive assignments from teachers.



## Teams: Creating a New Document

Note: Students can access Word, Excel, PowerPoint, OneNote, and Forms through Teams.

1. Sign in to Office 365 at [www.office.com](http://www.office.com)
2. Open **Teams**.
3. Open **Files** (left menu)
4. Click **OneDrive**, found under the heading Cloud storage.
5. Click **+New** to see the dropdown menu options.



6. Select which program app to open.
7. Name your new document and save it in your OneDrive.

For more support, go to: <https://www.sd57curriculumhub.com/office-365>

### Version History

| Version | Date         | Description                         |
|---------|--------------|-------------------------------------|
| 4.0     | October 2020 | New documentation for Microsoft 365 |