# Microsoft 365: Getting Started for Students

## Office 365: First Time Login

1. Go to 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 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**.

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

5.  View the SD57 User Consent Form: MS Office365 by clicking on the **>** symbol. Read the form. Click **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.
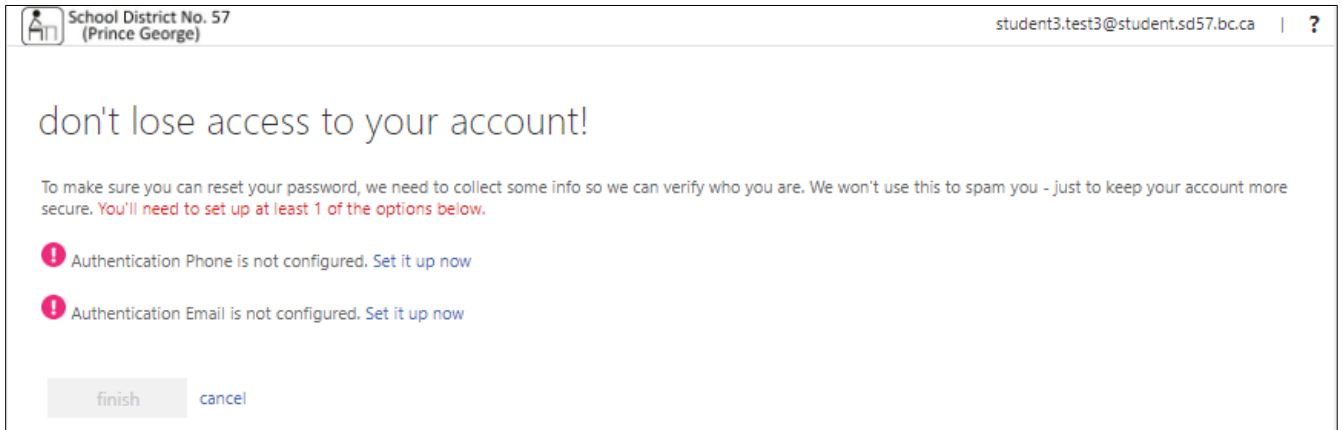7.  Click **re-enter my password**.

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.
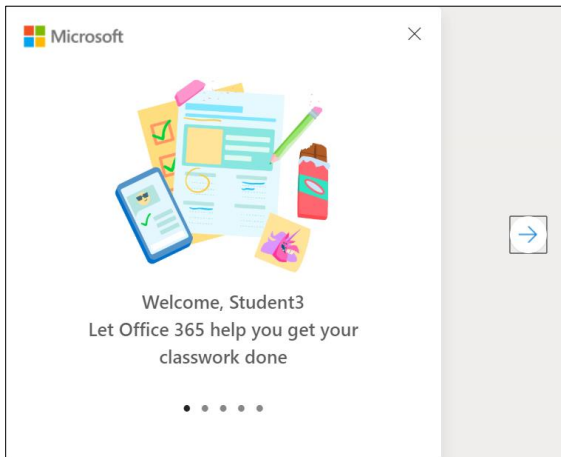


13. Your Office 365 homepage looks like this:
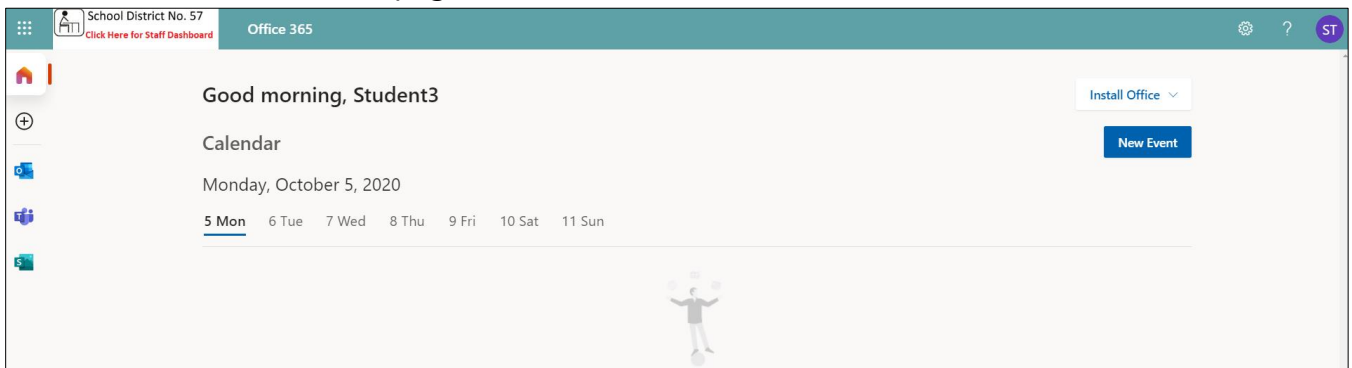
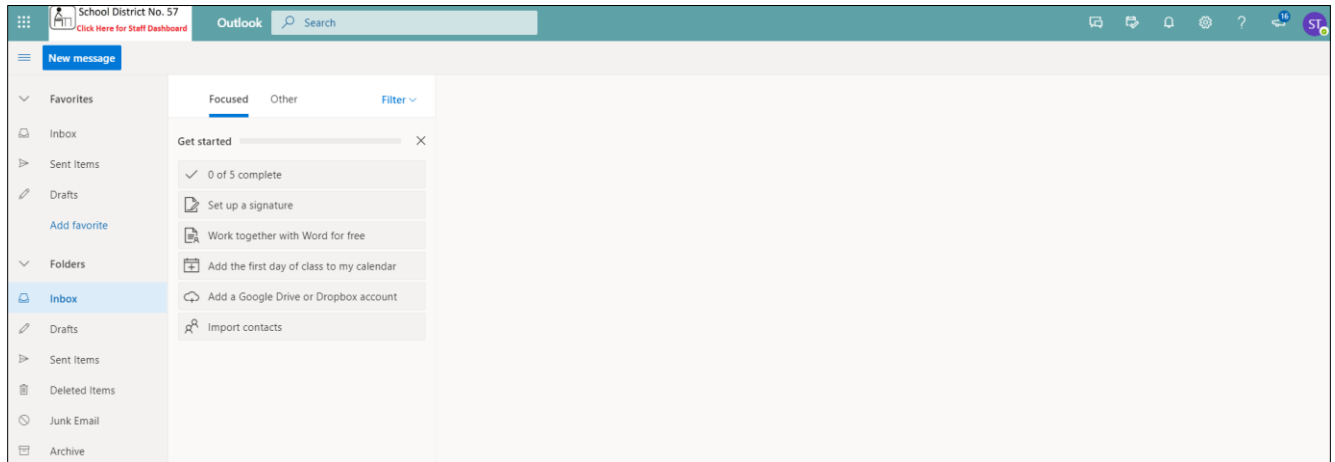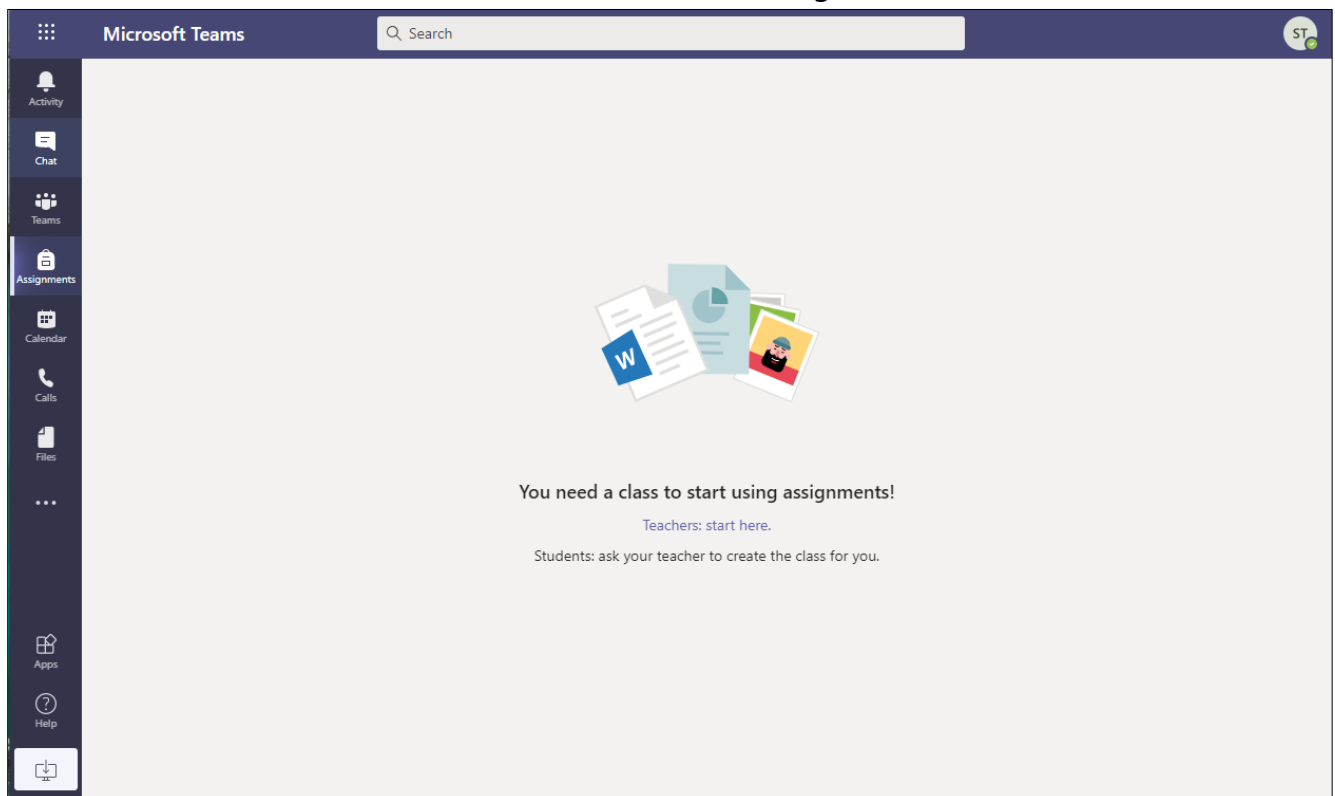14. Click on **Outlook** (left menu, blue icon) for email. The gear icon on the top right is where you can change the settings.



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
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.
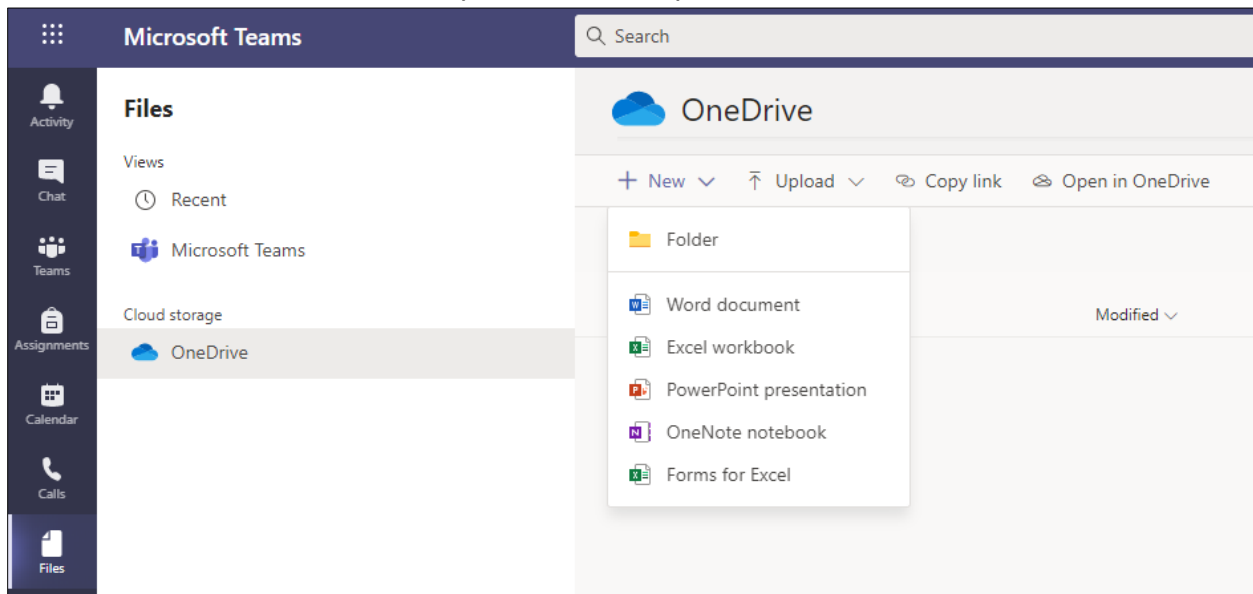


6. Select which program app to open.
7. Name your new document and save it in your OneDrive.

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 |