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**.

![SD57 User Consent Form: MS Office365](image)

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

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<th>Date</th>
<th>Description</th>
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