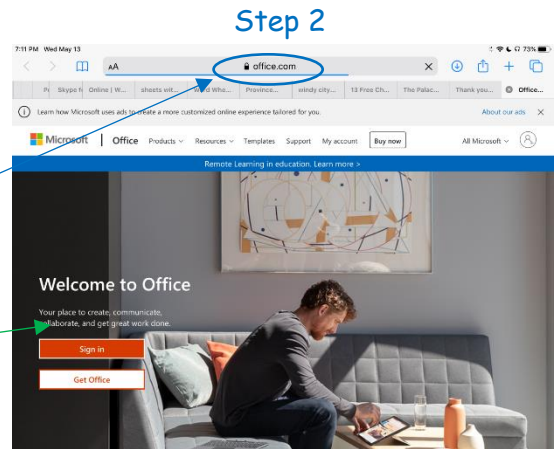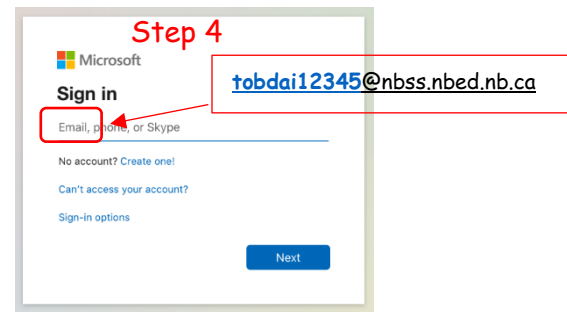# How to Access Office 365 :

1. Use **Google Chrome** (it also works in Safari)

2. Type **office.com** in the address bar.

3. The Microsoft page will open; scroll down and click on 'sign in'.
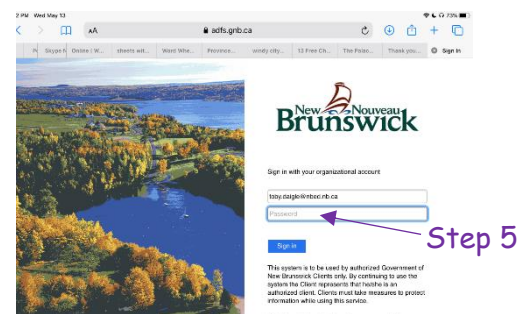
tobdai12345@nbss.nbed.nb.ca

4. Type in your e-mail address when prompted. For students it's your computer **username** (the same one used for the school computers) with @nbss.nbed.nb.ca
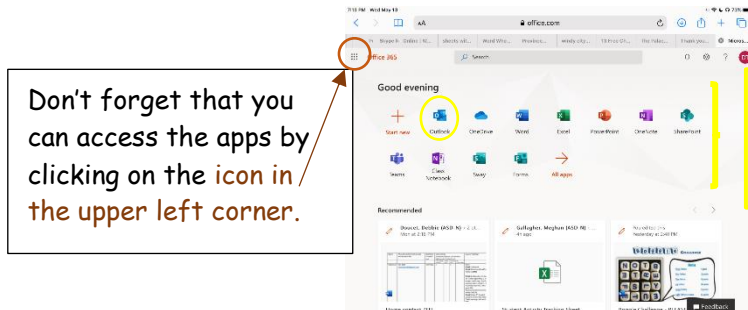
    ie: **tobdai12345**@nbss.nbed.nb.ca

5. On the next page you will need to enter your password (the Same one used to log onto the school computers)

6. Office 365 will open displaying the Apps

7. Click on the App you want to use

Don't forget that you can access the apps by clicking on the icon in the upper left corner.

Apps: *Outlook (Email), Word, Teams, Excel, PowerPoint etc...*

** You can also download the Office 365 Apps for free and log on with your school information. They work well on iPads, phones and laptops/computers. ☺

***It's a good idea to start using these tools as you will be using this in high school and have free access to your same account for up to 5 years after you graduate.