Your username: \_\_\_\_\_ Your password: \_\_\_\_

If the computer wants **your domain**: nbss\username email address: <u>username@nbss.nbed.nb.ca</u> Working your way through Microsoft Office Suite!!

#1 – open your Internet browser – (Chrome, Edge, Safari, etc....)

#2 – Type office.com (<u>www.office.com</u>) into the URL – website bar at the top of the screen.

#3 – If you have already signed into Office Suite beforehand on this unit, it should read Good Morning/afternoon in the top left hand corner. If not, please click the sign-in to get started signing into Office.

If you are NOT signed into Office Suite; but you have typed in <u>www.office.com</u> you will have a pop-up screen asking for your school email address (<u>username@nbss.nbed.nb.ca</u>); then the next screen will usually ask for your username and password; if the computer asks you to save the log-in information, please click yes-**SAVE**!! You are now into Office when it says Good morning/afternoon *co* depends on the time of day; CONGRATULATIONS, you are IN!!!!.

#4 – Click on the Office Waffle to see all the apps available to work with.

#5 – Now with Office Waffle open – you can pick the app you need to use!

#6 – Teams: class Teams & tabs in Teams

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