

Your username: _____ **Your password:** _____

If the computer wants **your domain:** nbss\username

email address: username@nbss.nbed.nb.ca

Working your way through Microsoft Office Suite!!

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

#2 – Type office.com (www.office.com) 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 www.office.com you will have a pop-up screen asking for your school email address (username@nbss.nbed.nb.ca); 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 😊 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





