

A. Type in your browser address bar portal.office.com

••• https:// portal.office.com	\rightarrow \star			
Or click on Office 365 under Links section of class blog	Links			
B. This will take you to the Office 365 log in screen	All The Right Type Movement Videos Office 365 Prodigy Math Raz-Kids and Headsprout			
Microsoft Sign in	Symbaloo Tynker – Coding			
\$omeone@example.com				
Can't access your account?				

Student Usernames are: pupil#@edu.burnabyschools.ca

(e.g. 654321@edu.burnabyschools.ca)

Your Password is:

[same as the password you use to log into school computers]



A common mistake is to forget the **@edu.burnabyschools.ca** as part of the username.

C. Once logged in, you will be presented with a dashboard of all your applications.

Office 365			, Sear	${\cal P}$ Search					¢ «			
Good eve	ening, Gei	neric								Install Office $ imes$		
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Start new	Outlook	OneDrive	Word	Excel	PowerPoint	OneNote	SharePoint	Teams	Sway	People		