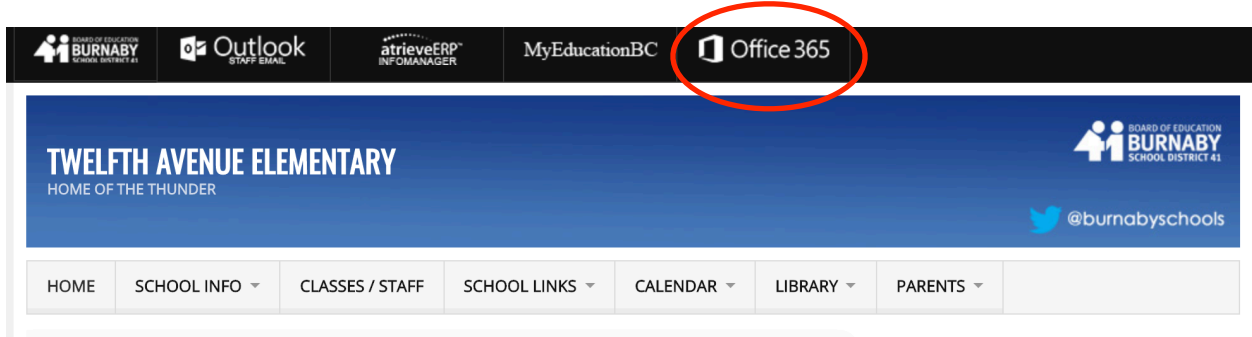


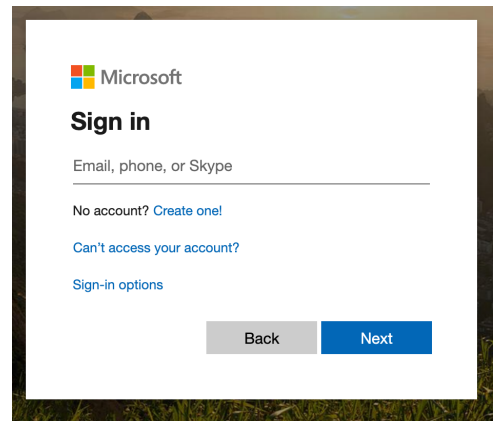
Quick Login Guide

1. To begin, open your web browser and go to the school website -> <https://twelfthavenue.burnabyschools.ca/>



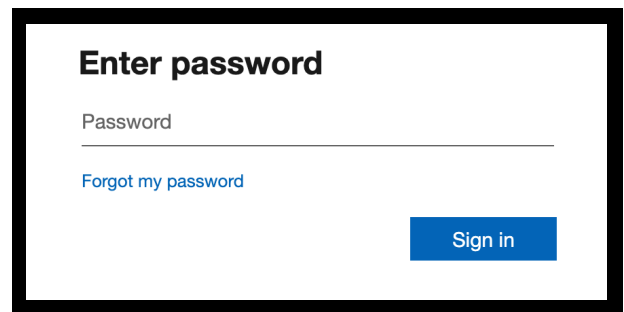
2. Enter your Student Email

**Student Email and Usernames are: pupil#@edu.burnabyschools.ca



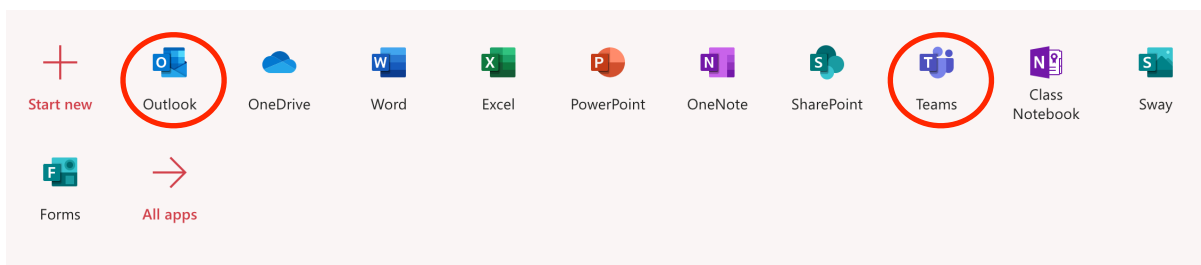
3. Enter your password.

**Your Password is: [same as the password you use to log into school computers]



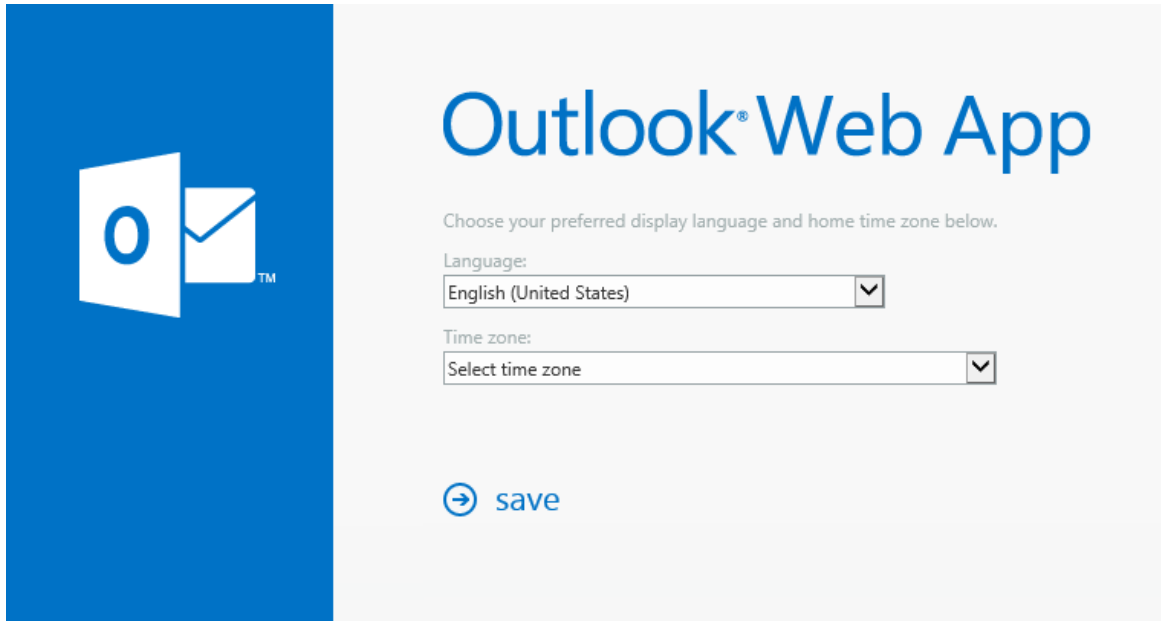
4. Then find the Teams and Outlook in the list of apps right after you've logged in.

***do not forget to check your email and teams every day



5. If you have not set up your account at home, you will have to set your time zone.

***Please set Time Zone to “Canada & Us (Pacific Time)” in the dropdown menu



The screenshot shows the Outlook Web App settings page. On the left is a blue vertical bar with the Outlook logo (a white envelope with a blue 'O' and a checkmark). The main content area is light gray and contains the following elements:

- Outlook® Web App** (Large blue heading)
- Choose your preferred display language and home time zone below.
- Language:** A dropdown menu with "English (United States)" selected.
- Time zone:** A dropdown menu with "Select time zone" selected.
- save** (A blue button with a circular arrow icon).