

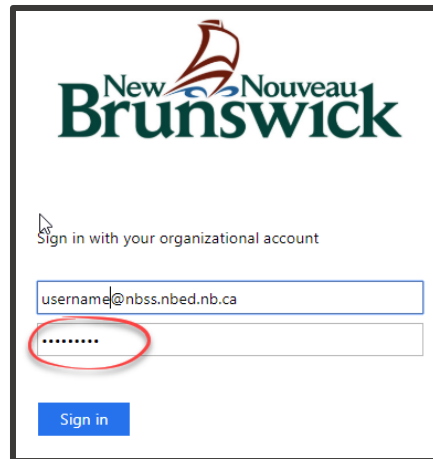
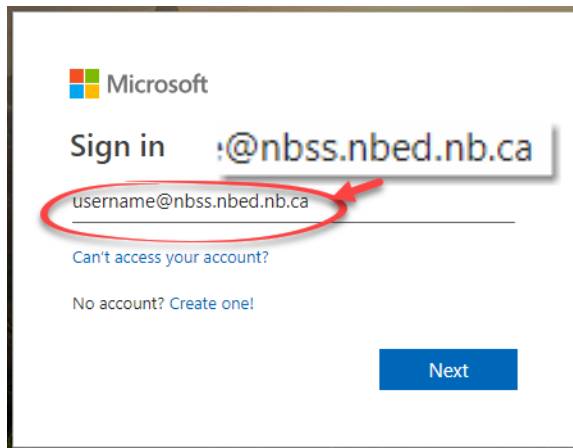
# Office 365 – Student Log in

1. Open any Internet browser (except for Internet Explorer)

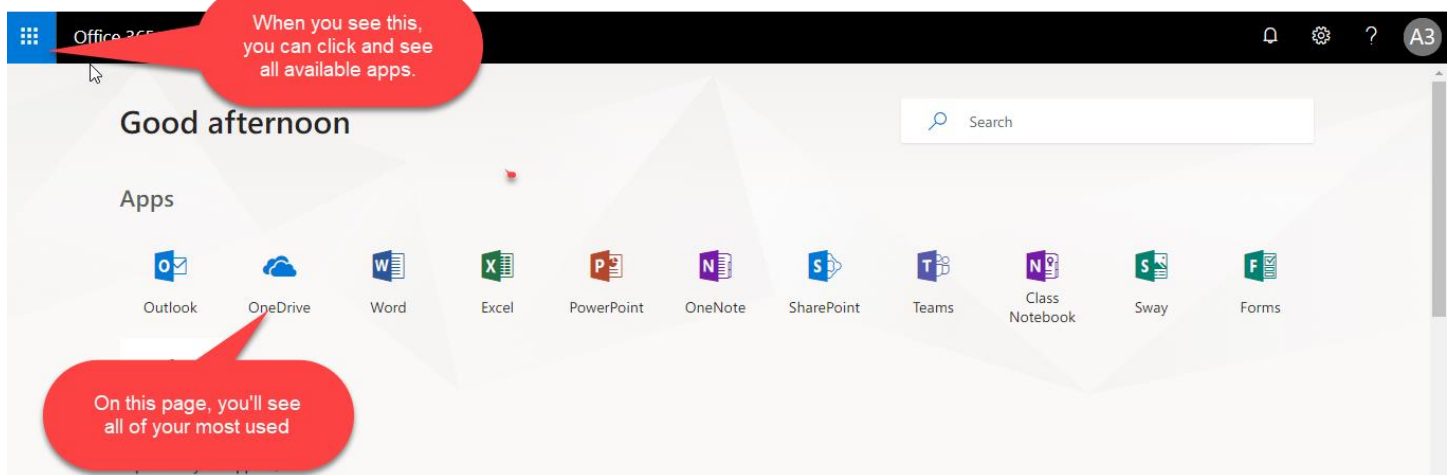


2. In the address bar, type **portal.office.com**

3. Enter your school email address using this format: **username@nbss.nbed.nb.ca** and then enter your school computer password.

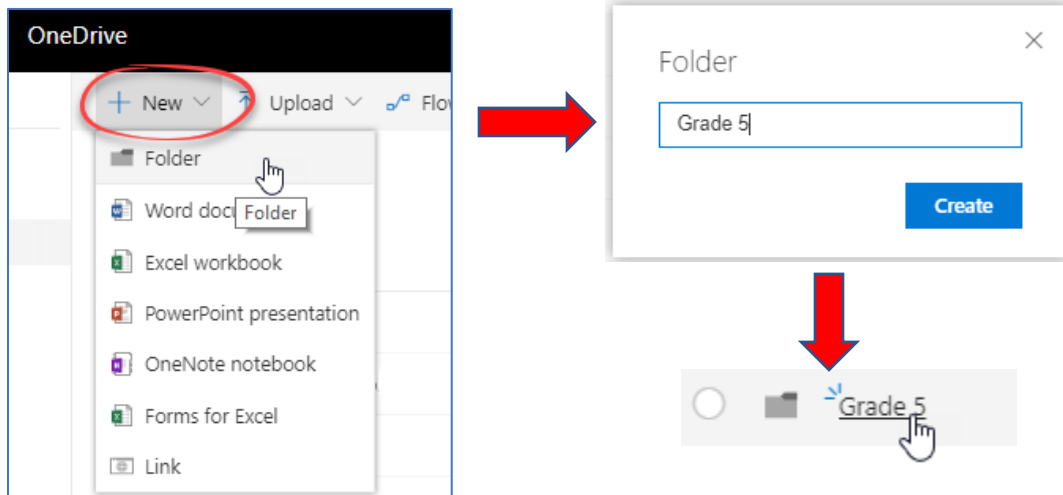


4. The Office 365 homepage will open. Here you see the most used apps that are available to you.

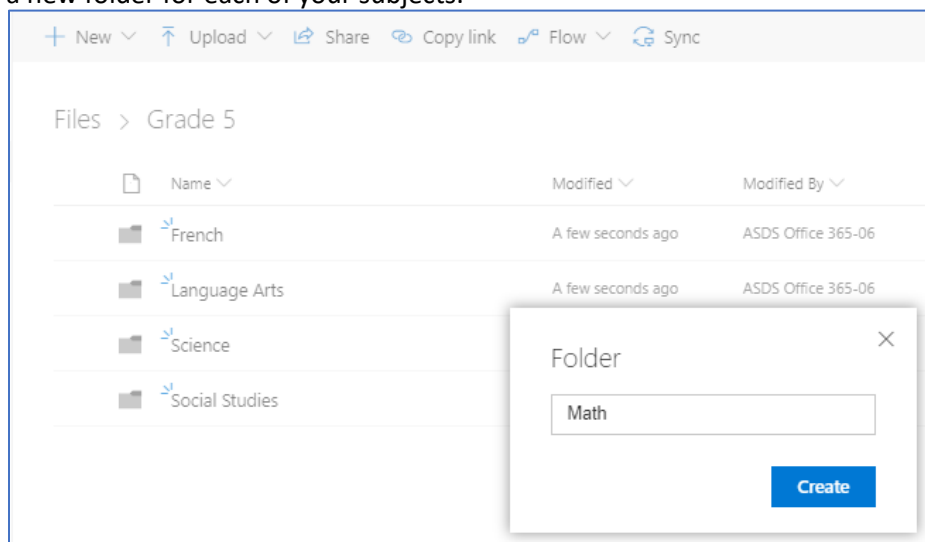


5. **Outlook**- This is your email.  
**OneDrive**- This is online storage for files.  
**Word / Excel / PowerPoint**- These are online versions of the software that you already have used and know.

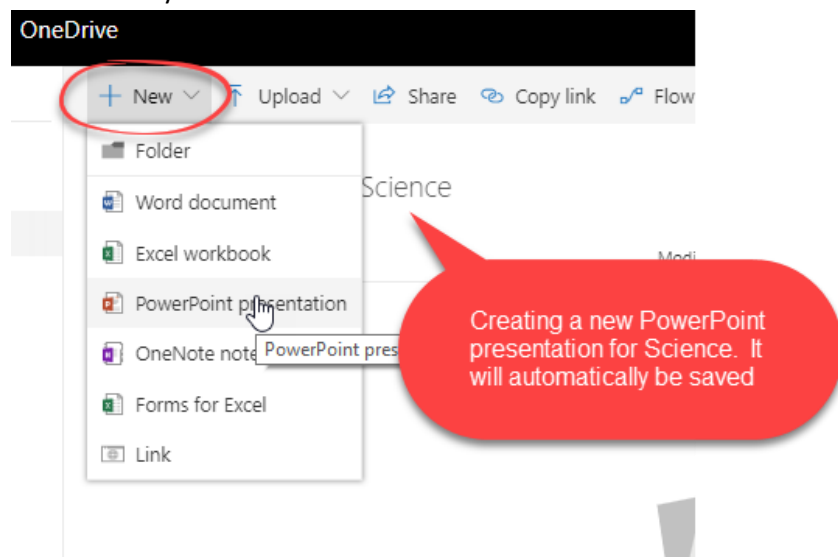
6. Click the OneDrive icon to launch. Once it opens, click the New drop down and choose Folder. Name it your current grade. Click on the folder name to open it.



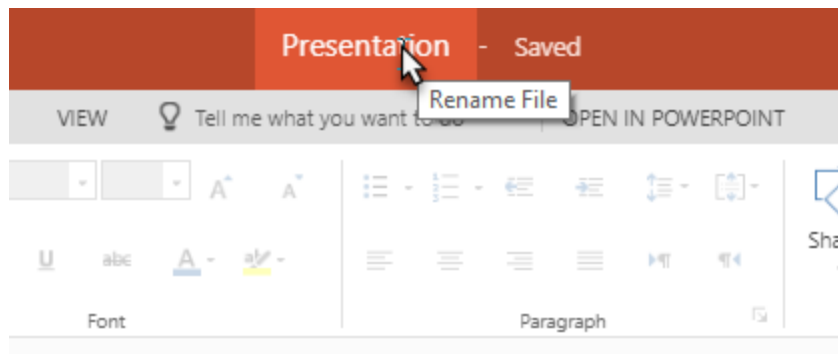
7. Then, create a new folder for each of your subjects.



8. From now on, when you need to make a new document for a subject, open the correct folder, click New, and choose the type of document you need.



9. Rename your files by clicking where it says “Presentation” or “Document” in the middle of the top of the page.



10. After that, you don't have to ever click Save. Your work will save constantly every time you type or change anything.

