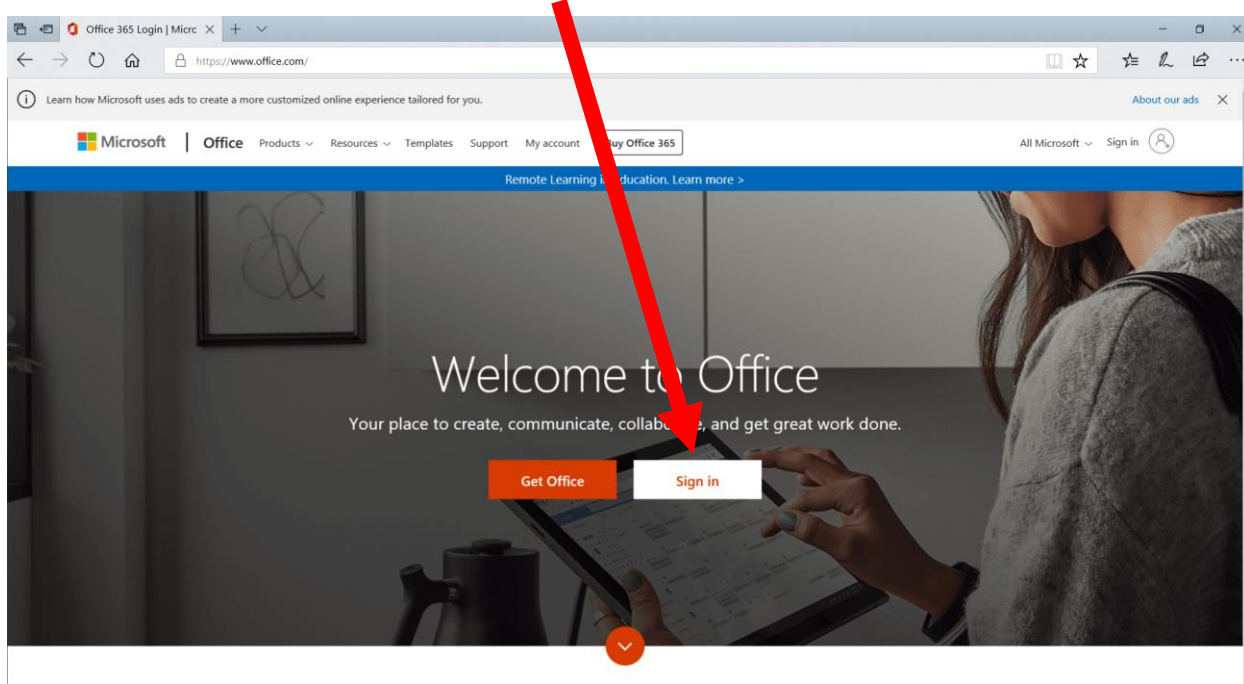
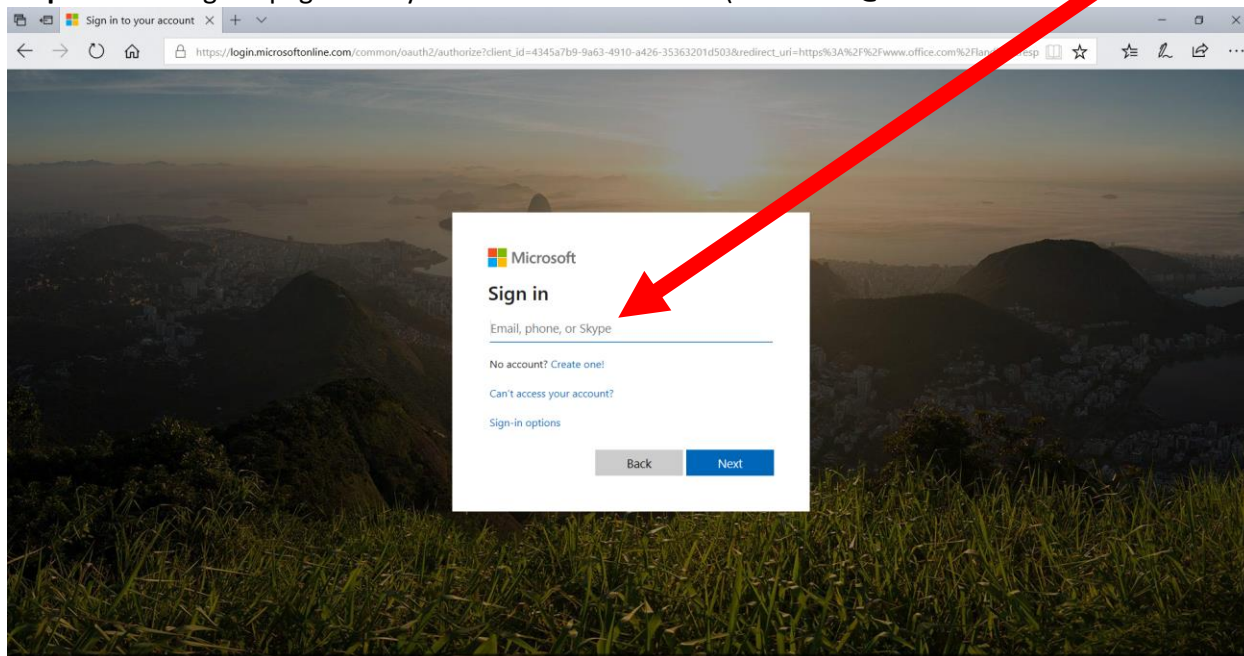


The following will show you how to login to office.com to access outlook (student email) and Microsoft Teams.

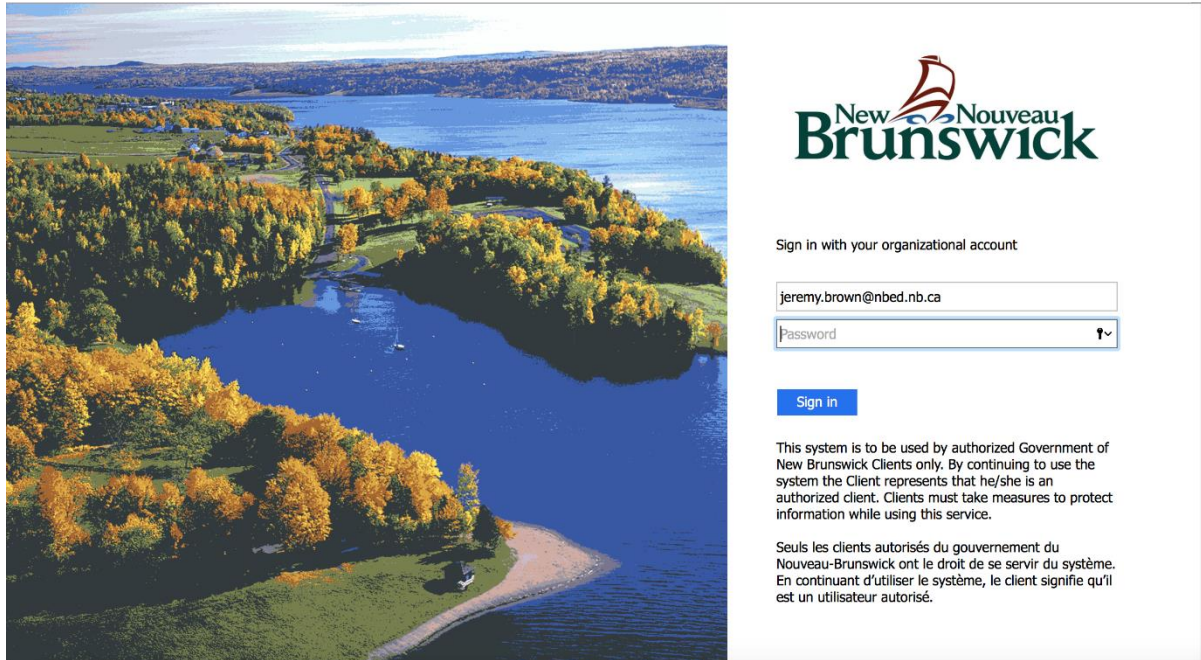
**Step 1:** Go to office.com and click the “Sign in” button



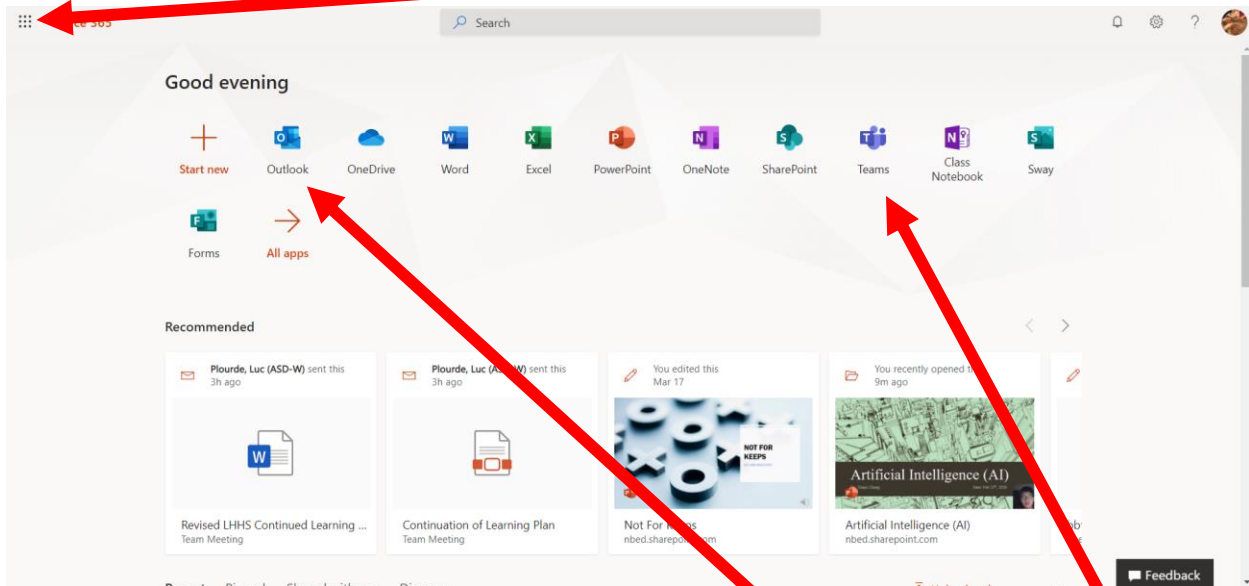
**Step 2:** On the sign in page enter your school email account (username@nbss.nbed.nb.ca)



**Step 3:** Type in your school email address and student password (same password you would use to sign-in to a school computer or connect to the wifi with your phone)



**Step 4:** You should see a list of apps at the top of the screen. If you don't, click the 9 dots in the upper left corner.



**Step 5:** Select the app you want to use. For Student email select Outlook. For Teams select Teams.