Logging in to M365

For Students
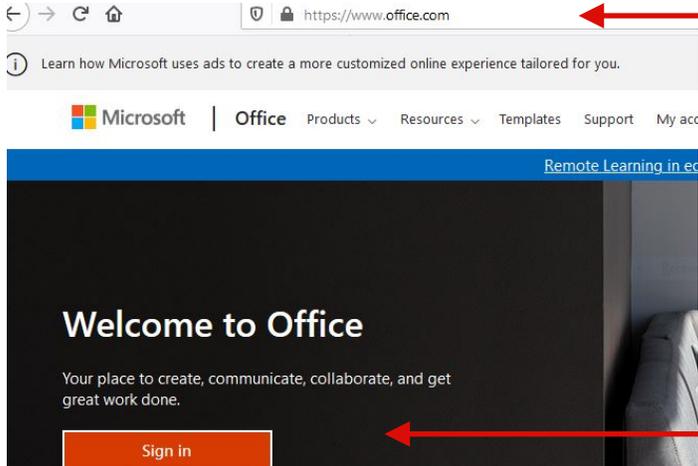
1. Open a browser and type in office.com (Works on all updated browsers except for Internet Explorer)

2. Click **sign in.**

3. Type student email address. The format is **username@nbss.nbed.nb.ca** (no spaces)

4. Click **Next.**
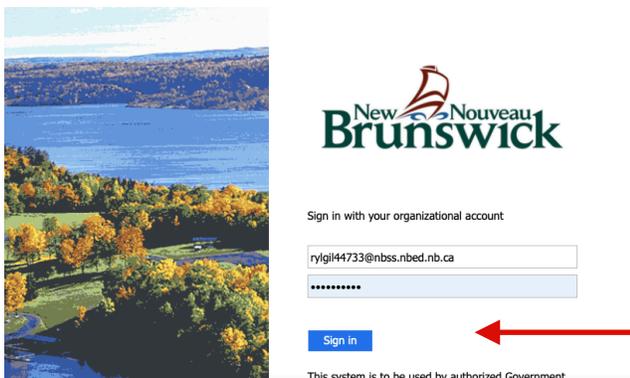
5. Type in your password.

6. Click **Sign In**

Didn't Work?

1. Make sure your email ending is correct. It needs to be **@nbss.nbed.nb.ca** Also, it cannot contain any spaces. (see step 3)

2. Make sure you are **typing in your password correctly.** If in doubt, paste your password in to a Word document to double check that you are typing the correct characters.

3. If you are trying to log in using a **school computer** and you **type your password incorrectly 5 times, you will get locked out for 15 minutes** as this is a security setting on the school network. (This does not apply when you are home trying to log in to office.com)

4. If logging in to office.com using phone or tablet, make sure you have downloaded the latest updates and add the apps like Teams, Word, OneDrive, Outlook, etc to access your files.