

Office 365 at Home

All students in the province have access to Office 365 online (Word, PowerPoint, Excel, etc.). They are also able to download these applications on five laptops or computers. Office 365 sits online, and everything is stored in the cloud. This means students can begin work at school and finish it at home or vice versa. They have access to their work on any computer, phone or tablet anytime of the day and from anywhere in the world. ******(Downloading the applications locally on the computer is not required to access Office 365. See below for instructions on how to download the applications locally to the computer if you wish to do so)

How to Login to Office 365:

1. Open a Chrome browser window.
2. Go to Office.com
3. Click Sign in
4. Enter their email in this format: username@nbss.nbed.nb.ca Ex. johndoe37562@nbss.nbed.nb.ca
5. Enter the password students use to get on computers at school. Students should know their password. The most common reasons students cannot get on at home are they are entering their information incorrectly; caps lock is on or the browser is retaining an old password (This may be rectified by clearing the cache in Chrome). Sometimes the old trick of shutting the computer completely down may work as well.
6. It is good practice for students to log out of their office account. When the Office 365 dashboard is displayed, click on their initials (or picture) on the right then sign out.

Mobile Phone and Tablets

Students can access Office 365 on their phones and tablets. There are free apps for mobile devices:

Outlook App – Email (some teachers email homework to students as well)

Word App – Word processing to complete homework assignments.

PowerPoint App – PowerPoints to complete homework assignments.

Team App – Students can access Teams that teachers have set up with assignments.

One Note App – Students can access their One Notes or Class Notebooks.

****To download the Microsoft suite locally on the computer:**

1. Go to Office.com and log in.
2. When their Dashboard is displayed, access their account by clicking on their initials (or picture) on the right.
3. Click on Account. You will then be given the option to download the suite to the computer.