

## How To Access Office 365

Following these steps should allow students to access Office 365 from home. This provides access to student email, Microsoft Word, PowerPoint, Excel and many other Microsoft Office Apps. All students at Harvey High School have access to this.

If you are accessing on a computer (laptop or desktop)

1. Go to <https://www.office.com>
2. Click "Sign In"
3. To sign in use your school email (first 3 letters of first name first 3 letters of last name 5 digits@student.nbed.nb.ca) example debsmi44444@student.nbed.nb.ca

If @student.nbed.nb.ca does not work try @nbss.nbed.nb.ca

4. If prompted choose "Work or School Account". You will then be taken to "Your organization's sign in page"
5. The password is the same password used to log into school computers
6. You will be asked if you want to stay signed in – if this is a family computer or public device this isn't recommended
7. You will then be taken to the Office 365 Homepage – this is where you will have access to all Microsoft Apps including Outlook which is the app for email access.

If you have a phone, tablet, etc. you can access Office 365 through a web browser (ex. Safari) or through individual Office apps (Outlook, Word, etc.). Download the app and when you open it you will be prompted to log in. Follow the above steps #3-5. Once you log into one app you should be automatically logged into all other Office apps on that device.

This video may help too:

<https://www.youtube.com/watch?v=TCqQ0RB0JQc&feature=youtu.be&fbclid=IwAR3fUV3H6AtwheZHC8TH4jPOvqUKWqzWcjTc-TWbFJNjZyMUC4onOviHwdo>

The following information was sent out to parents by ASD-West to help with resetting passwords if you have forgotten yours or if you have other issues accessing your Office 365 account.

## Helping Students Stay Connected

Having access from home to your teachers, school email and data is important.

We've listened. Starting April 6, 2020 IT support services in your district, will be adding the following support options to our service catalog, to help you stay connected, and to help you maintain access to your school based digital resources.

Send a message using one of the methods below. Include your name, school name, grade number and the type of support you require. Ex: reset my password, I don't remember my account or what is my email address and an IT support person will respond with help.

**Txt:** Send a txt message to 1-506-325-8460. IT staff will respond and help you get access to your account, password or electronic resources.

**Email:** Use the District email address [weststudents@nbed.nb.ca](mailto:weststudents@nbed.nb.ca) you can initiate a support call of your own.

**Teacher:** If you already have a means of communicating with your classroom teacher, just ask, they can initiate support on your behalf. Helping Students Stay Connected!