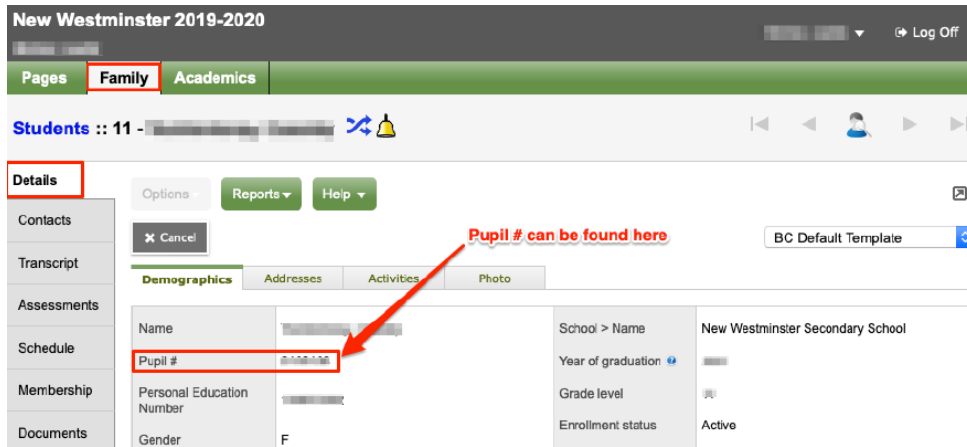


How to sign into Microsoft Office 365

Note: You will need your student ID. If don't know this it can be found on the MyEdBC Family Portal located at <https://www.myeducation.gov.bc.ca/aspn>

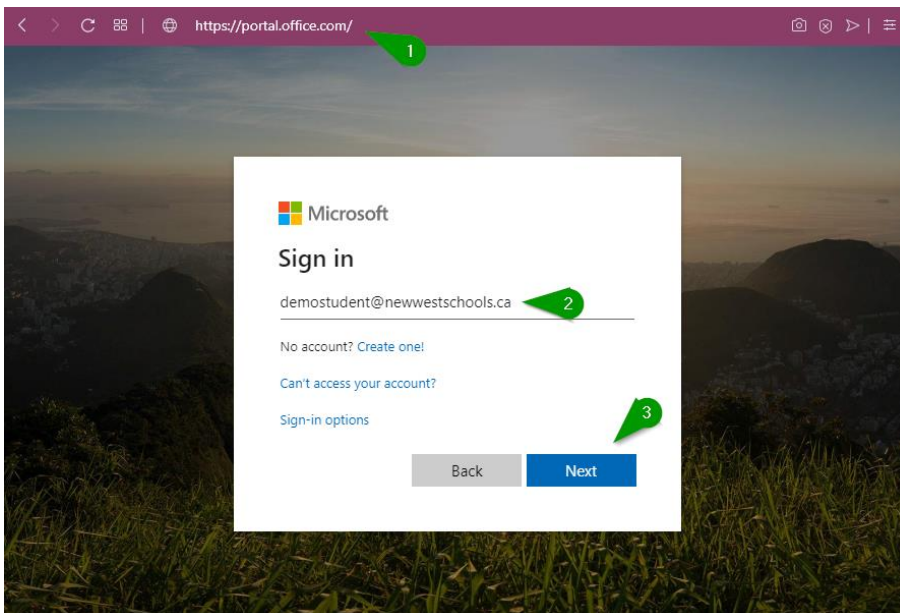
Login to MyEdBC>Family Top Tab>Details Side Tab per below



The screenshot shows the MyEdBC Family Portal interface. The top navigation bar includes 'Pages', 'Family', and 'Academics'. Below this, there's a 'Students :: 11' indicator. A sidebar on the left lists various options like 'Details', 'Contacts', 'Transcript', etc. The main content area shows a student's profile with tabs for 'Demographics', 'Addresses', 'Activities', and 'Photo'. The 'Demographics' tab is active, displaying fields for Name, Pupil #, School > Name, Year of graduation, Grade level, and Enrollment status. A red box highlights the 'Pupil #' field, and a red arrow points to it with the text 'Pupil # can be found here'.

Microsoft Office 365 Sign:

1. Open a web browser and go to <http://portal.office.com>
2. Sign in with your student ID. As an example, 87654@newwestschools.ca
3. Click **Next** to continue



1. Enter in the password provided to you by the teacher
2. Click **Sign In** to continue

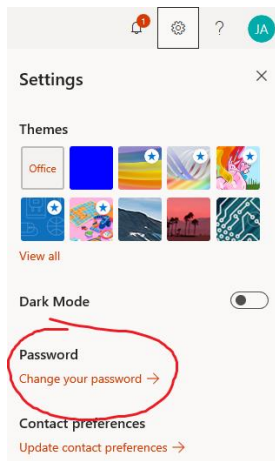
How to sign into Microsoft Office 365

For security & privacy reasons students should change their passwords as soon as possible using the following guidelines

- At least 8 characters made up of uppercase, lowercase, numbers and special characters. Teachers and Parents of younger students should assist as needed.
- Do not use your first name or last name in the password

To change your password

Click on the Gear icon at the top right of your screen and then click “change password”



Key Microsoft 365 Apps

1. **Teams** – Online meetings
2. **Outlook** – Email
3. **OneDrive** – Document storage
4. **Word, Excel, PowerPoint** – Word processing, spreadsheets and slide decks.
5. **OneNote** – Taking notes

Microsoft Teams Tips

Microsoft Teams is available via the web or via an app for Windows, Mac, iOS and Android

The App can be downloaded at <https://teams.microsoft.com/downloads>

Use the same Office 365 sign in information to sign into a Teams App that you have downloaded

Useful links

[Microsoft Teams Video](#)

[Microsoft Teams Interactive Demo](#)