

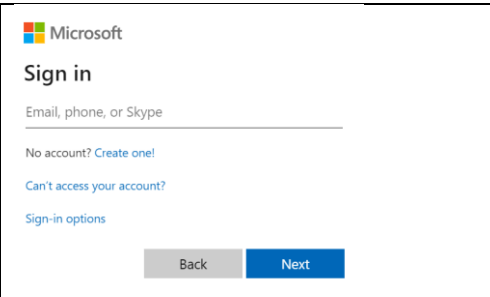
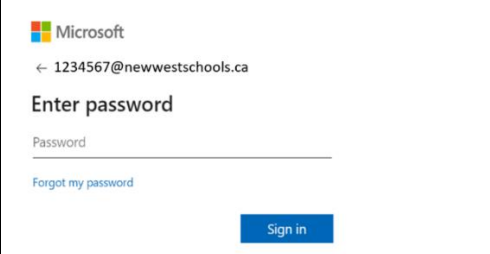








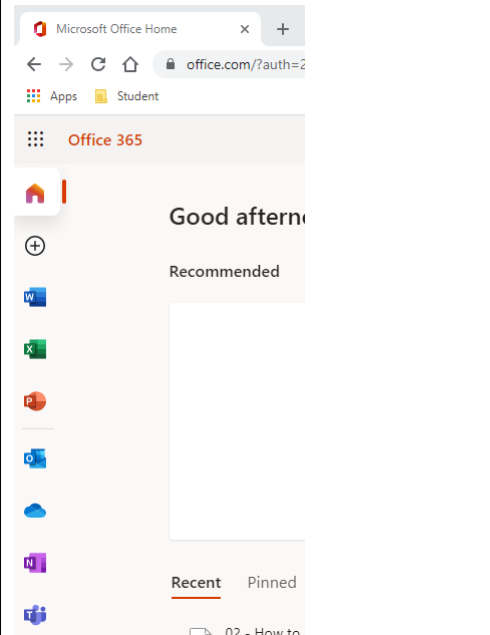
In this document, you will find information on how to login to Microsoft 365:

1. Access Microsoft 365 on the web
2. Download Microsoft apps for mobile devices
3. Getting started with MS Teams

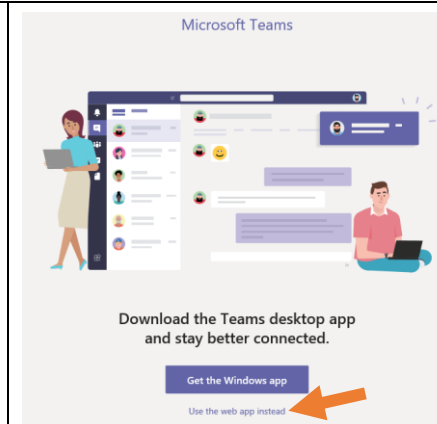
Below are videos on how to sign in Microsoft Office 365:

- [for Windows and MAC desktop, laptops and Chromebooks](#)
- [for mobile devices](#) (like iPads, Android Tablet)

1. Access Microsoft 365:

<p>Open a web browser on your device (for example Chrome (preferred), Edge or Safari) Go to the office 365 portal: https://portal.office.com</p>	
<p>Enter your school email, which is your pupil's number @newwestschools.ca</p> <p>For example if your pupil's number is 1234567, your email is 1234567@newwestschools.ca</p> <p>If you do not know your pupil's number, please contact your teacher.</p> <p>Click Next</p>	 <p>Microsoft Sign in Email, phone, or Skype No account? Create one! Can't access your account? Sign-in options Back Next</p>
<p>Enter your password, as given to you by your teacher</p> <p>Click on Sign in</p>	 <p>Microsoft ← 1234567@newwestschools.ca Enter password Password Forgot my password Sign in</p>
<p>This is the Microsoft 365 web landing page, where you can access all of your Microsoft 365 tools, such as:</p> <ul style="list-style-type: none"> •  Teams - your digital classroom. •  Outlook - your email •  OneDrive - your files •  Word,  Excel,  Powerpoint - your created documents spreadsheet and presentation •  OneNote – your class notebook. •  Stream – your video creation tool 	 <p>Microsoft Office Home office.com/?auth=2 Apps Student Office 365 Good afternoon Recommended Recent Pinned 02 - How to</p>

Click on the icon of an app to open it, for example Teams and click on **Use the web app instead** when asked how to open it.



2. Install Microsoft 365 Apps.

If you are using a mobile device (like an android tablet or an iPad), you will need to install the Microsoft apps.

Go to the **App store** or **Play store** and search for **Microsoft** apps.
Download all the apps mentioned above :



Once the Microsoft apps have been downloaded, click on them.
On each app, you will have to enter your school login and password as described in step 1.

If you are using a school district Chromebooks, you will only have access to the web-apps as described in step 1. You will not be able to download the Android apps.

If you are using a Windows or Mac desktop or laptop, installing the desktop apps is **OPTIONAL**. You can work with just the web app as described in step 1. Teachers will always use the webapp when describing work to be done, as Chromebooks do not have access to the apps.

The desktop apps can be downloaded from the Microsoft 365 web landing page.

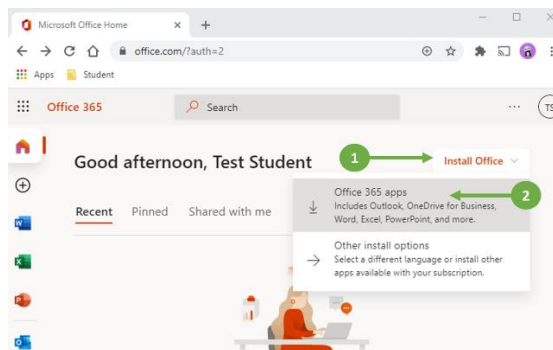
Click on the **Install Office** button, located in the upper right corner.

Click on **Office 365 apps**

This will download a file with the Office 365 apps. It may take a while. (OfficeSetup.exe for windows desktops, Microsoft_Office .pkg for MAC desktops)

Launch the Office 365 apps installation by double clicking on the downloaded file. And follow the steps to install them.

Use the same Office 365 sign information to sign into any Microsoft 365 App that you have downloaded



3. Getting started with MS Teams.

Click on the **Teams icon** or **app**  to access your digital class.

Here are some videos to help you get started with MS Teams:

The basics of MS Teams Web app: <https://youtu.be/jxLPoK0KFv0>

Find and submit assignments in Teams: <https://youtu.be/2nTir8v6Bqw>

Use the Class Notebook Web app: https://youtu.be/EMaY8_Uats0

Other useful links

[Microsoft Teams Video](#)

[Microsoft Teams Interactive Demo](#)