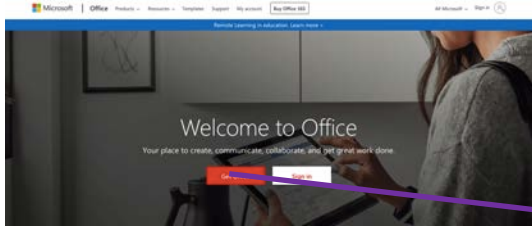


How to get to Microsoft Office 365 at Roy Stibbs Elementary School:

Keep this sheet in a safe place. You will write your login info on here for safekeeping just in case you forget it. Remember: This information is private and not to be shared with friends!

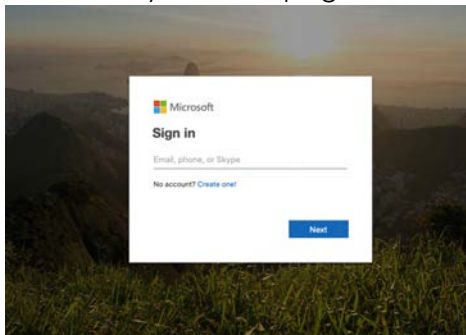
1) Go to: <https://www.office.com>

(If that link doesn't work for some reason, just do a google search for: Office 365 Login)



You'll then need to click on: **Sign In.**

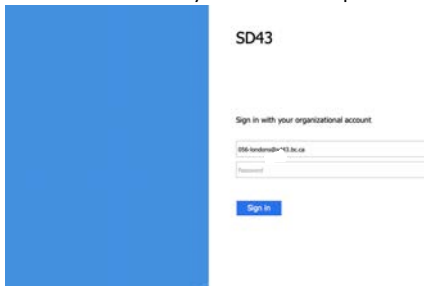
2) That'll take you to this page:



Here, you'll type in your school login and add the district e-mail ending:

Your Login: 056-_____ @sd43.bc.ca, then click **Next**

3) Click next and you'll end up at this screen:



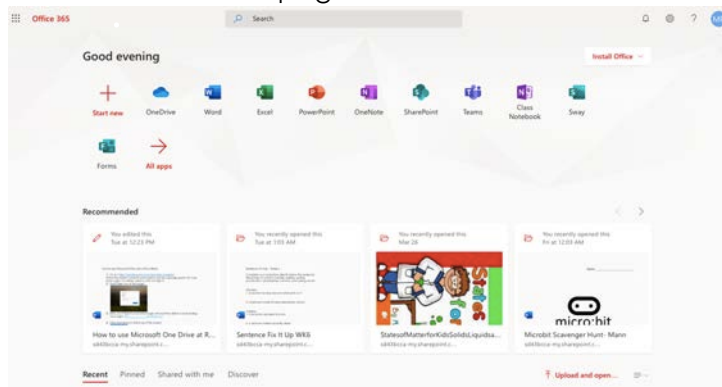
My Login E-mail:

_____@sd43.bc.ca

My Password:

On this screen, type in your password and click sign in. Your password is the same one you use to login to the computers at school. Then click **Sign In.**

4) You will then see this page:



5) From here, you can choose what you want to do: Type a Word document, create a PowerPoint presentation, open up Teams to see an assignment and much more!