

# Microsoft 365: Getting Started for Students (Secondary)

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Note: New account requests will be sent to IT through the school's SASO.

Office 365 accounts are made with usual names from MyEdBC. To change a student's display name and email address, their school office will email IT.



## Office 365: First Time Login

1. Go to [www.office.com](http://www.office.com)
2. Click **Sign In**. If you already have a Microsoft account, click **Switch to a different account** or **Sign in with another account**.
3. Enter your new email and temporary password from your setting up instructions. Your new email will follow the format [firstname.lastname@student.sd57.bc.ca](mailto:firstname.lastname@student.sd57.bc.ca)  
Click **Sign in**.
4. You will be prompted to update your password. Enter your temporary password again, then enter your new password in the 'New password' and 'Confirm password' lines. Click **Sign in**.

The screenshot shows a web page for School District No. 57 (Prince George). At the top left is a small icon of a person and a building. To its right, the text reads "School District No. 57 (Prince George)". Below this, the email address "student3.test3@student.sd57.bc.ca" is displayed. The main heading is "Update your password". Underneath, a message states: "You need to update your password because this is the first time you are signing in, or because your password has expired." There are three input fields: "Current password", "New password", and "Confirm password". At the bottom right of the form is a blue button labeled "Sign in".

### New Password requirements:

- At least 8 characters long
- At least one uppercase letter, one lowercase letter, and one number included

Note: you may see an error like this if your password is too simple.

School District No. 57  
(Prince George)

student3.test3@student.sd57.bc.ca

### Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

.....

We've seen that password too many times before.  
Choose something harder to guess. [View details](#)

....

....

[Sign in](#)

5. View the SD57 User Consent Form: MS Office365 by clicking on the > symbol. Read the form. Click **Accept**.

School District No. 57  
(Prince George)

### schdist57 Terms of Use

In order to access schdist57 resource(s), you must read the Terms of Use.

#### SD57 User Consent Form: MS Office365

Zoom out Zoom in Reset zoom

#### SD57 Prince George Staff Consent Form Microsoft 365 A3 - Storage of Information outside of Canada

Our School District provides user accounts for Microsoft 365 A3 (MS365 A3) to students and employees for educational, communication and collaboration purposes. Each user will have their own secure login and password to access their email and files within MS365 A3, as well as OneDrive storage space.

While the majority of services that are a part of MS365 A3 store user data exclusively in Canada, the following services that will be used in our district store user data outside of Canada:

- Azure Directory
- Forms
- Intune
- School Data Sync
- Sway
- Yammer

The types of information stored in these services are:

- Name
- email address
- student work
- discussion content

To comply with the BC Freedom of Information and Protection of Privacy Act (FIPPA), consent is required prior to storing personal information in these services.

The School District also makes efforts to instruct users of MS365 A3 about limiting the amount of personal information that they store and share using these services.

**Consent:**  
I understand that my information in Microsoft 365 A3 may be stored outside Canada as outlined above.  
This consent will be considered valid from the date of acceptance, until one year after the point at which you are no longer with the School District.

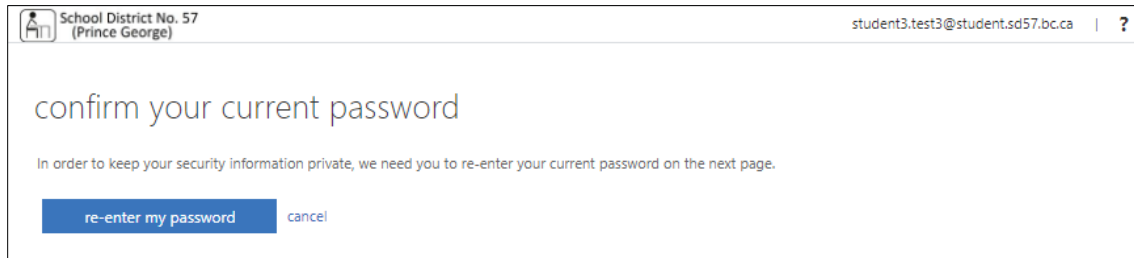
For questions, please contact: Rebecca Mundie SDS7 Privacy Officer 250 561 6800.

Please click Accept to confirm that you have read and understood the terms of use.

[Decline](#) [Accept](#)

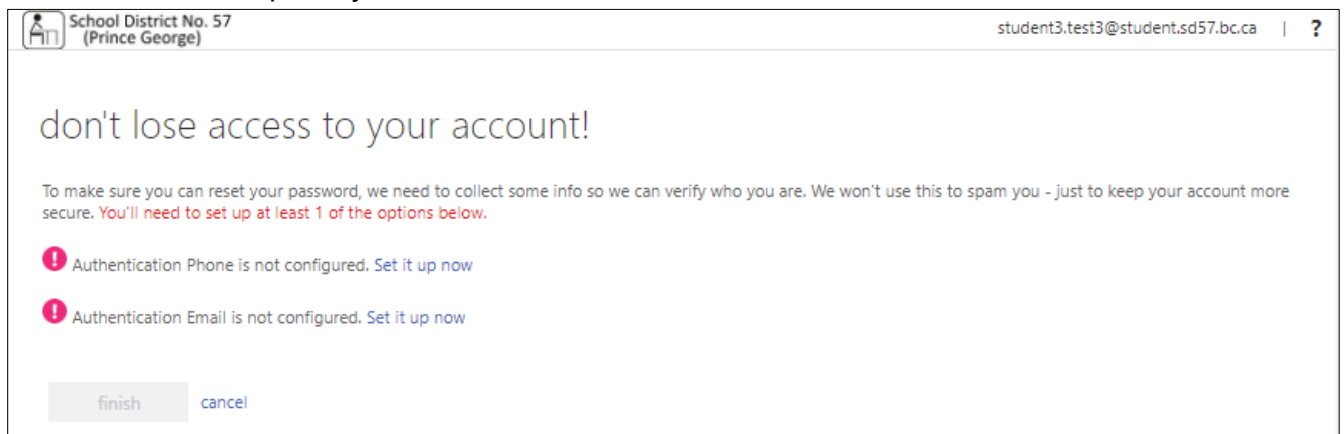
6. Click **Next**. This is the beginning of setting up an alternate email or cell phone number, in case you forget your Office 365 password.

7. Click **re-enter my password**.



8. Enter the password you just set up. Click **Sign in**.

9. Choose to set up either an authentication phone or email. Click **Set it up now** next to the option you have chosen.

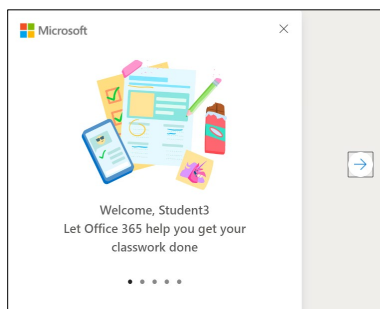


Note: if the authentication email or phone number becomes invalid, school offices can email IT to reset passwords on behalf of students.

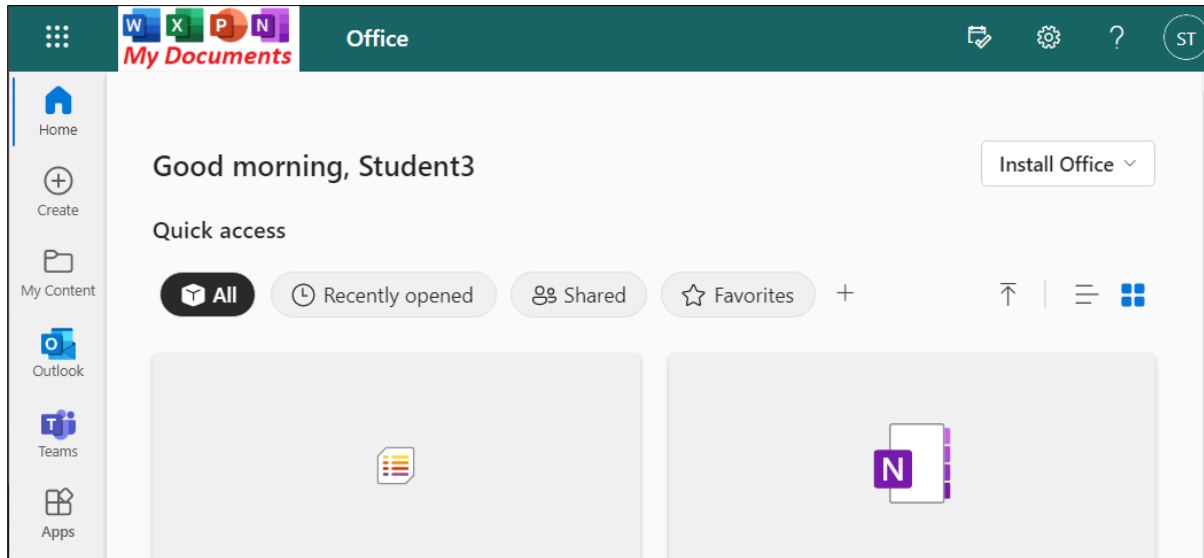
10. Office 365 will send you a verification code by phone (text or calling) or email. Enter this code in the box and click **verify**.

11. This will send you back to the 'don't lose access to your account' page. You only need to set up one method of authentication. Click **finish**.

12. A tutorial for Office 365 will pop up. Click the arrows for a brief explanation.

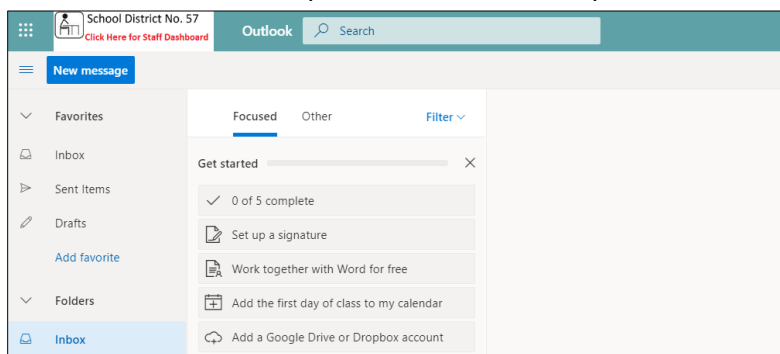


13. Your Office 365 homepage looks like this:

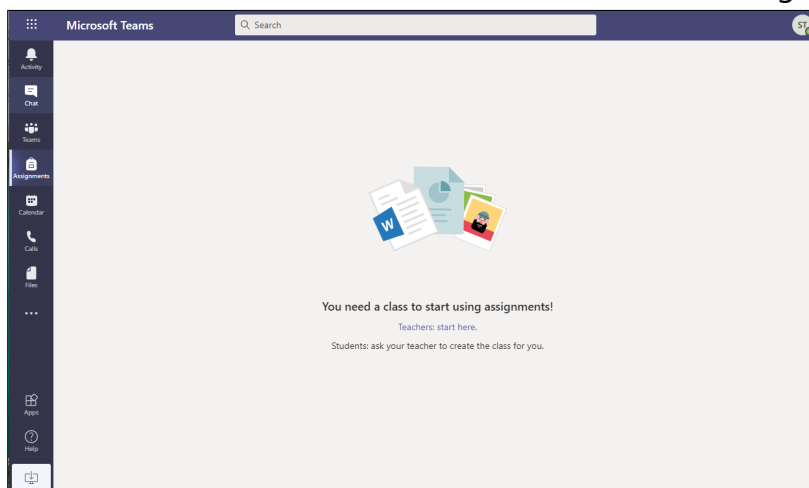


The gear icon on the top right is where you can change the settings in each section.

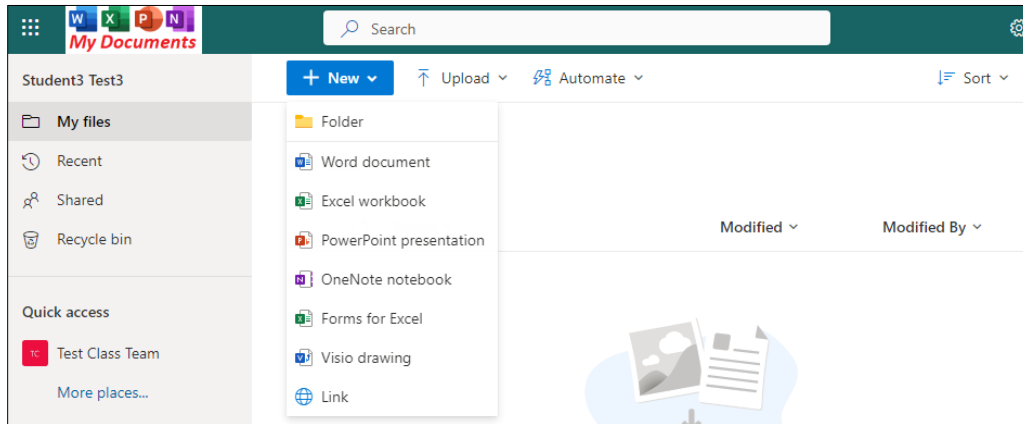
14. Click on **Outlook** (left menu, blue icon) for email.



15. From the homepage, click on **Teams** (left menu, purple icon). Teams is where you will collaborate with other students and receive assignments from teachers.



16. To open a new Word, Excel, PowerPoint, or One Note file, click on the **My Documents** button on the top left. Then click **+New** to choose which kind of new file to open. This is also where your files will be saved.



For more support, go to: <https://www.sd57curriculumhub.com/office-365>