Microsoft 365: Getting Started for Students (Secondary)

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

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 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**.

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.

Current password

New password

Confirm password

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.

5. View the SD57 User Consent Form: MS Office365 by clicking on the **>** symbol. Read the form. Click **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**.
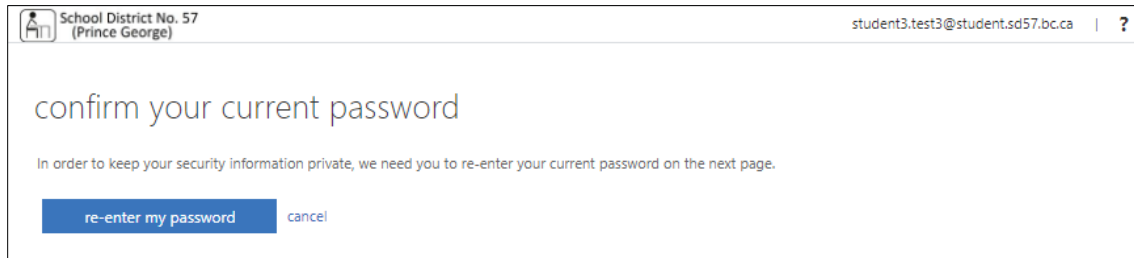
8. Enter the password you just set up. Click **Sign in**.
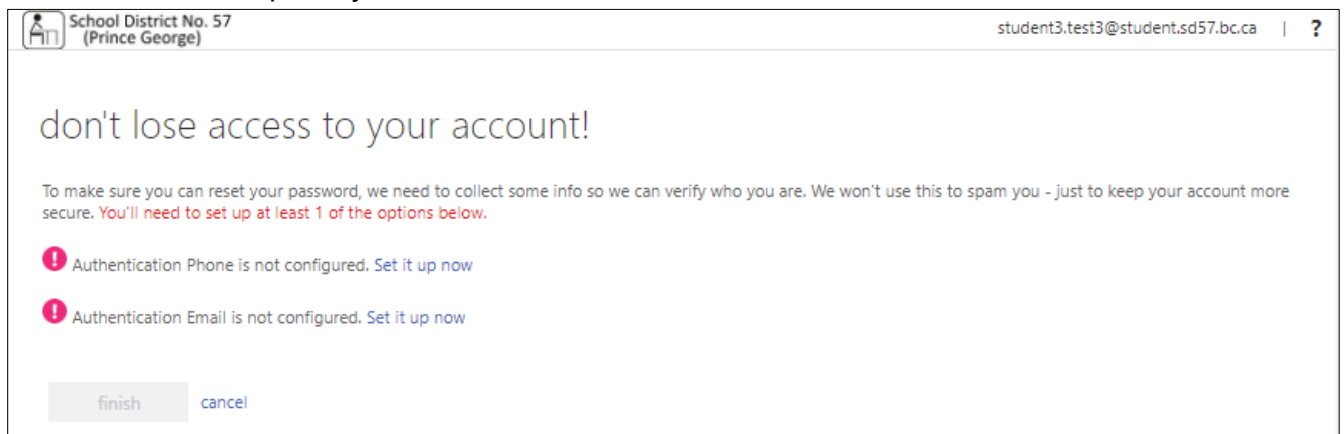
9. Choose to set up either an authentication phone or email. Click **Set it up now** next to the option you have chosen.


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.
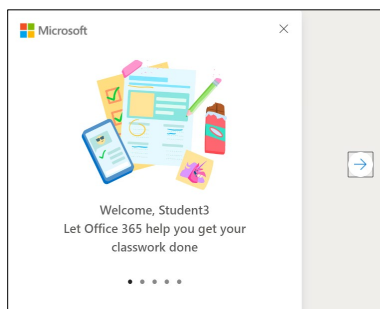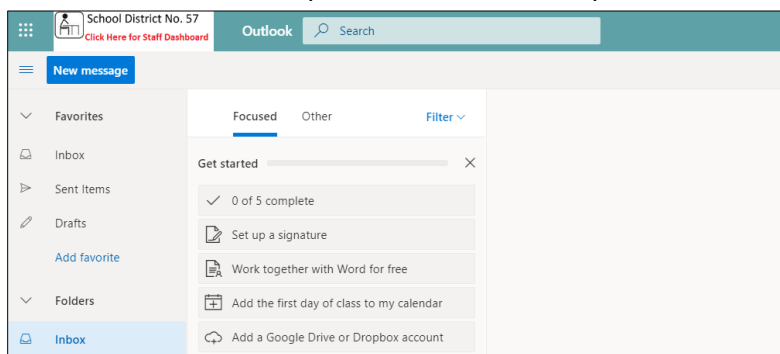
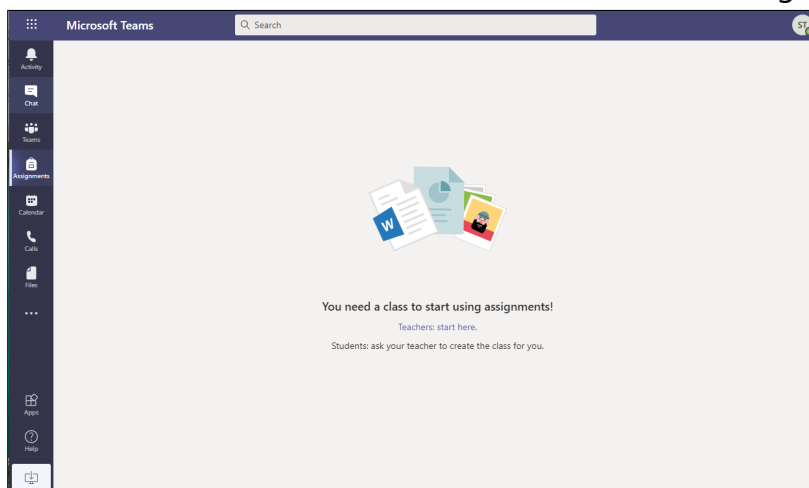13. Your Office 365 homepage looks like this:
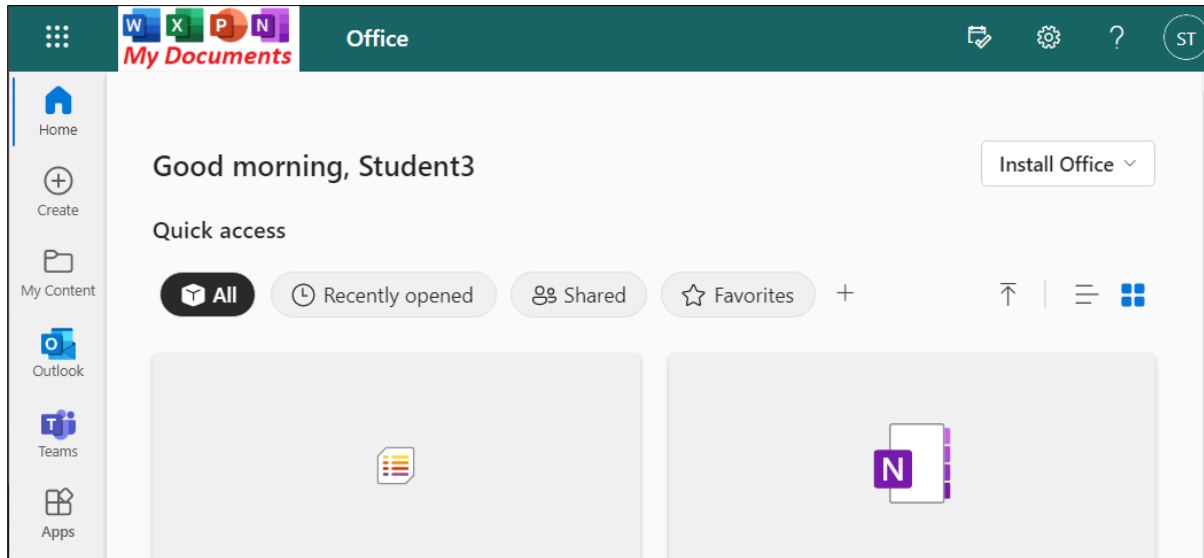
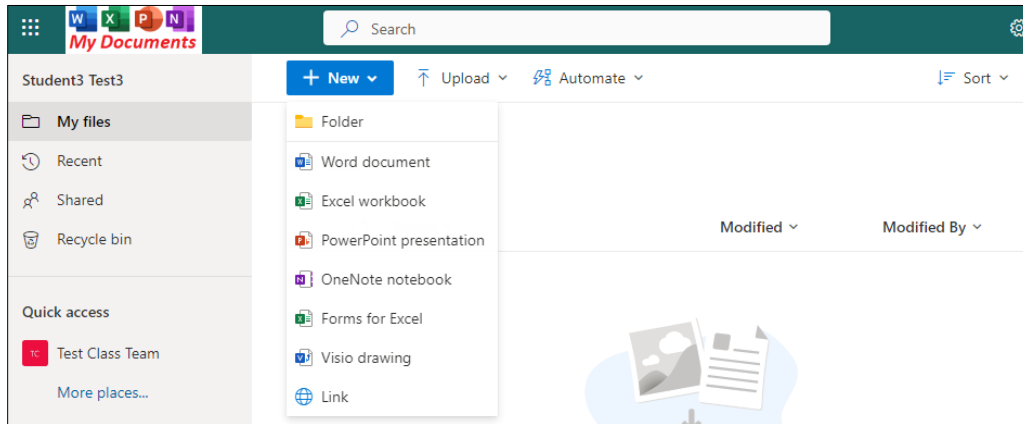The gear icon on the top right is where you can change the settings in each section.

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