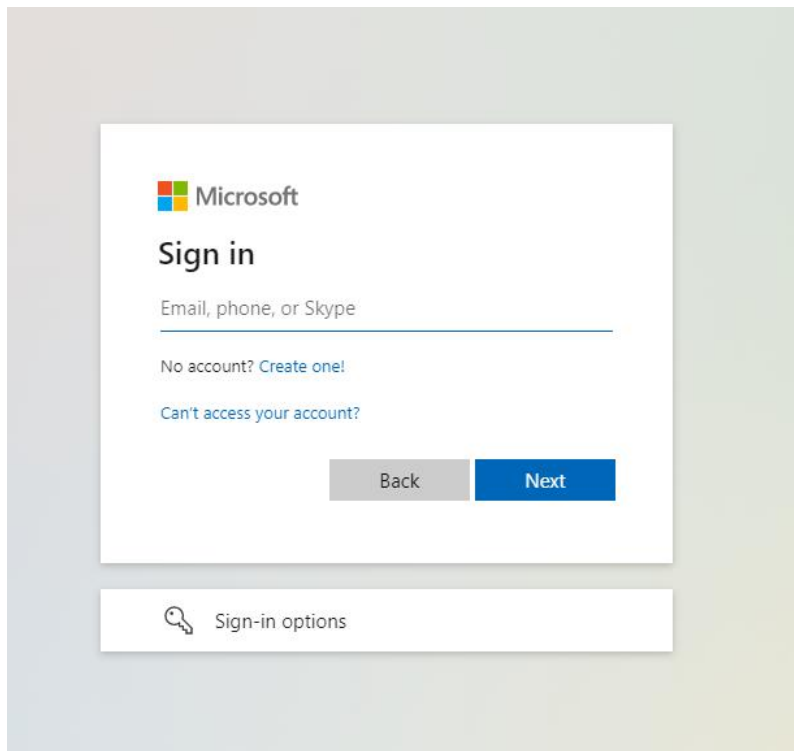


Office 365 Login Instructions

To access your Office 365 license go to <https://www.office.com/>



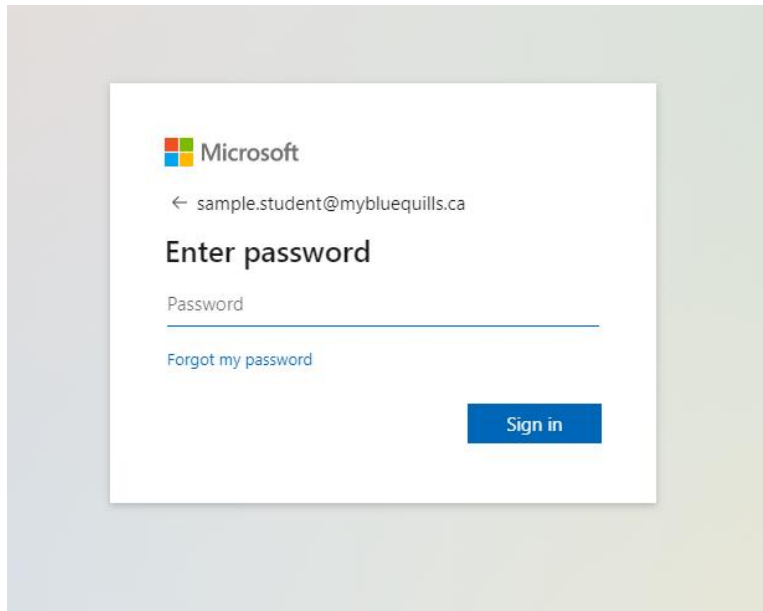
Click on Sign In



Your Sign In name is your Blue Quills student email (sample.student@mybluequills.ca)

Enter your Blue Quills student email and **click on Next**

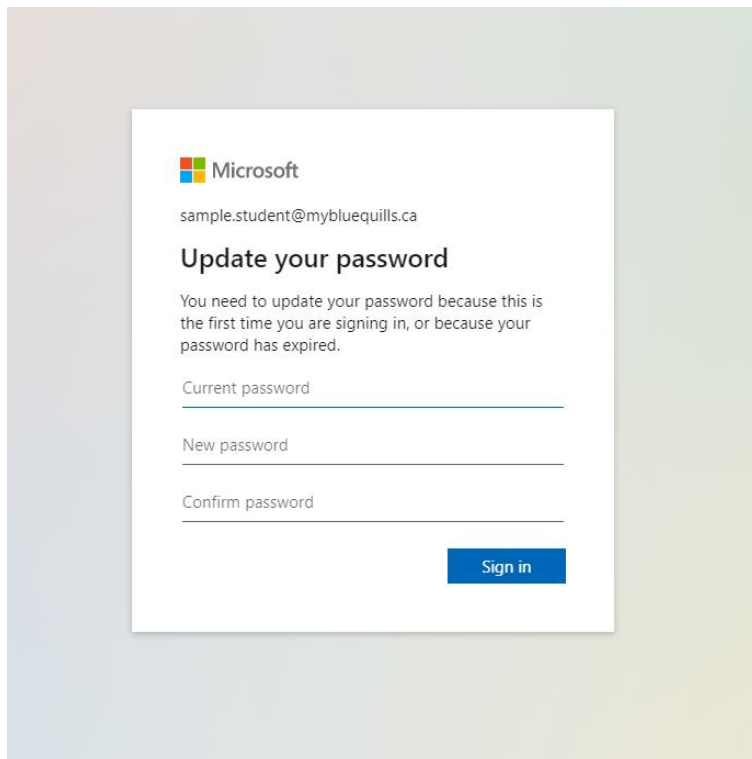
Your password is Earth01\$ Enter the password and click on Sign In



A screenshot of a Microsoft sign-in page. At the top left is the Microsoft logo. Below it is the email address 'sample.student@mybluequills.ca' with a back arrow to its left. The main heading is 'Enter password'. Below this is a password input field with the placeholder text 'Password'. Underneath the input field is a link that says 'Forgot my password'. At the bottom right of the form is a blue button labeled 'Sign in'.

You will be prompted to update your password. Enter your current password (Earth01\$)

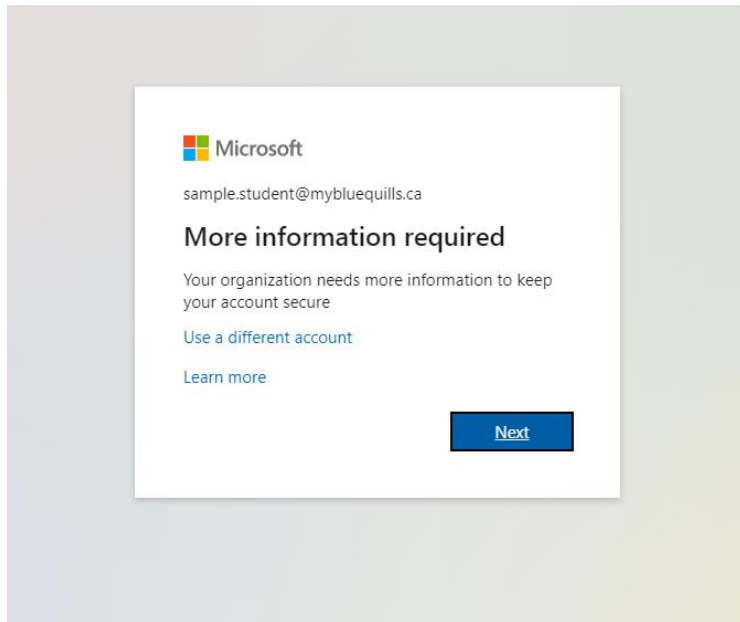
Then enter the password of your choice. You will need to enter the new password again. **Click on Sign In**



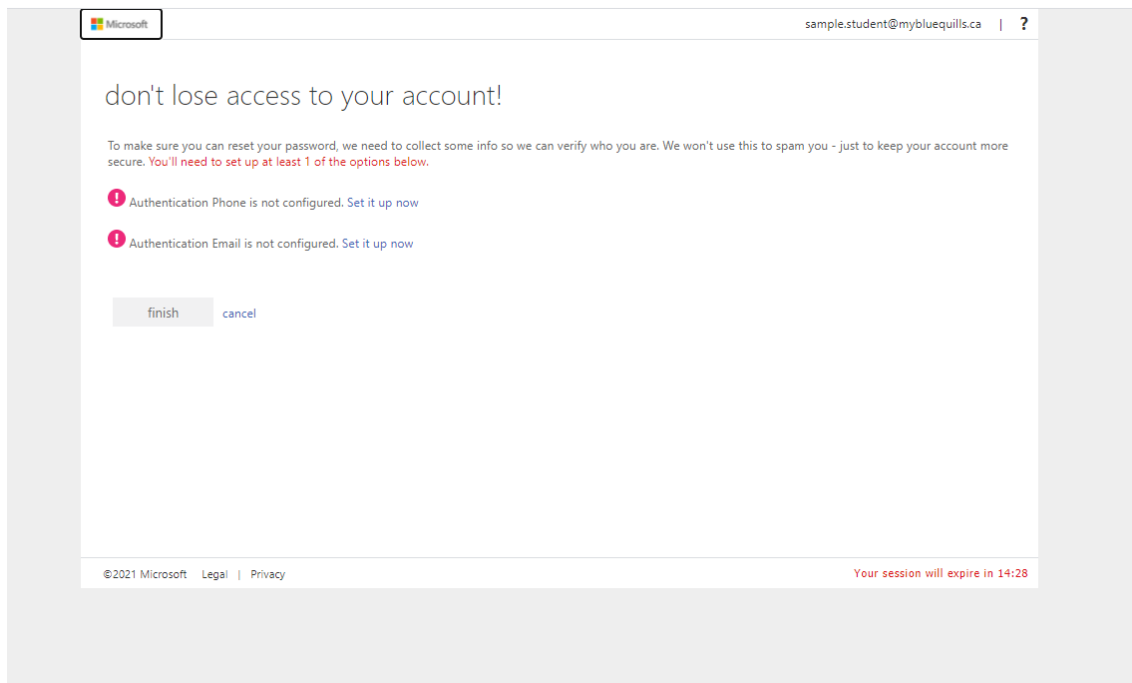
A screenshot of a Microsoft 'Update your password' screen. At the top left is the Microsoft logo. Below it is the email address 'sample.student@mybluequills.ca'. The main heading is 'Update your password'. Below the heading is a message: 'You need to update your password because this is the first time you are signing in, or because your password has expired.' There are three password input fields: 'Current password', 'New password', and 'Confirm password'. At the bottom right of the form is a blue button labeled 'Sign in'.

You will then see the screen below: **More information required**

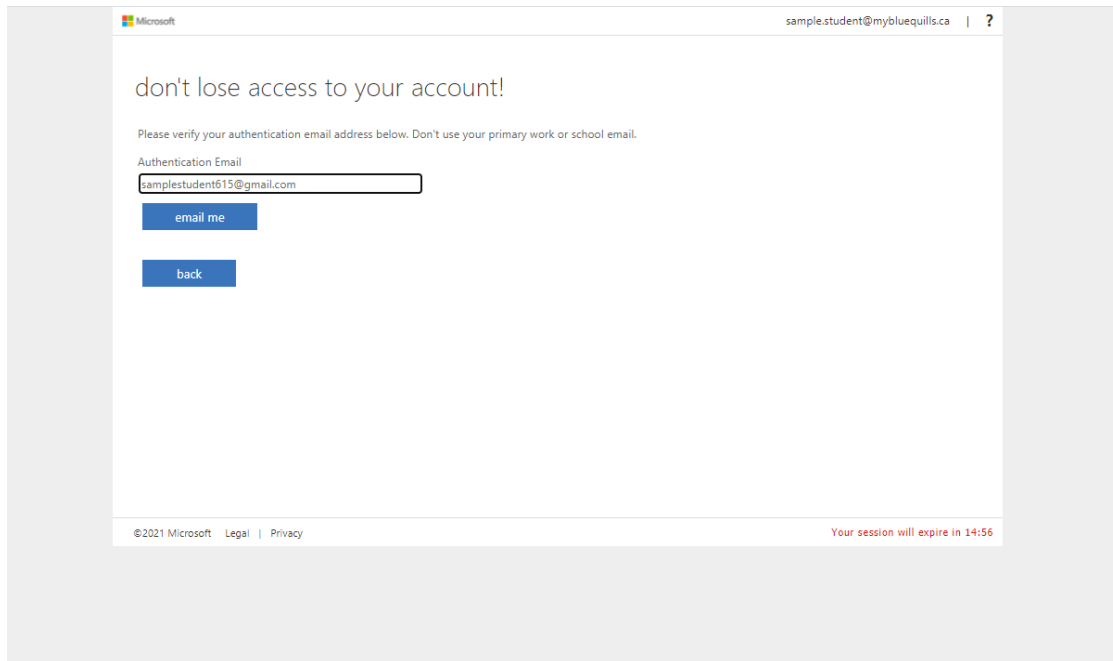
The information you will provide in this step allows you to reset your password if needed. **Click on Next**



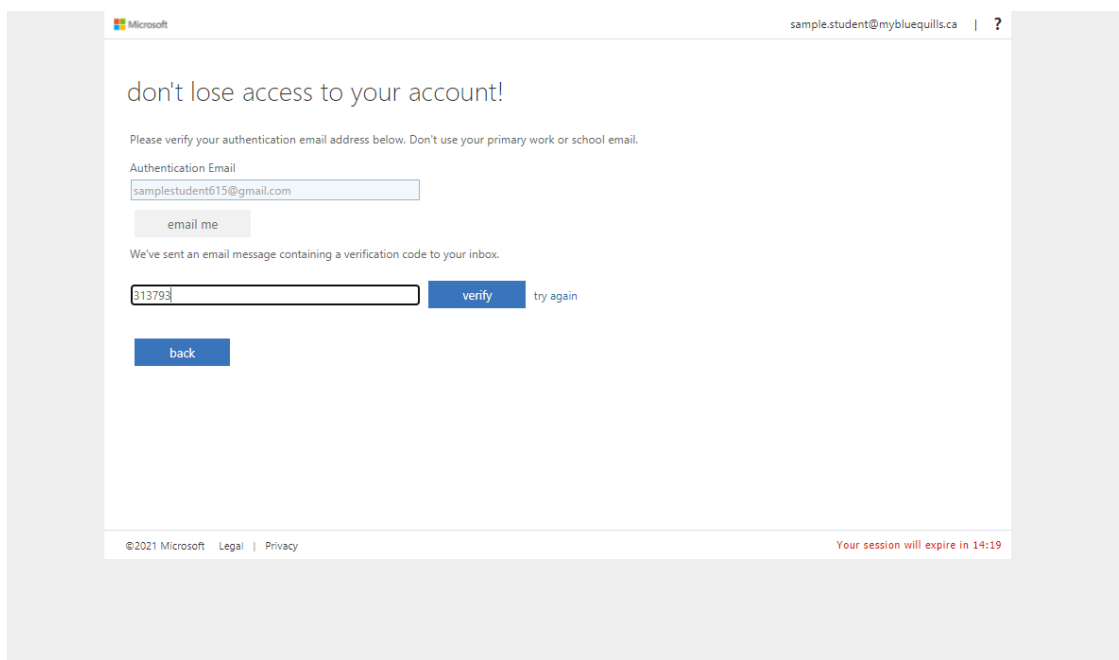
You can choose to set up authentication through your cell phone or an alternate email. Only 1 method is needed. **Click on Set it up now** beside the method of choice.



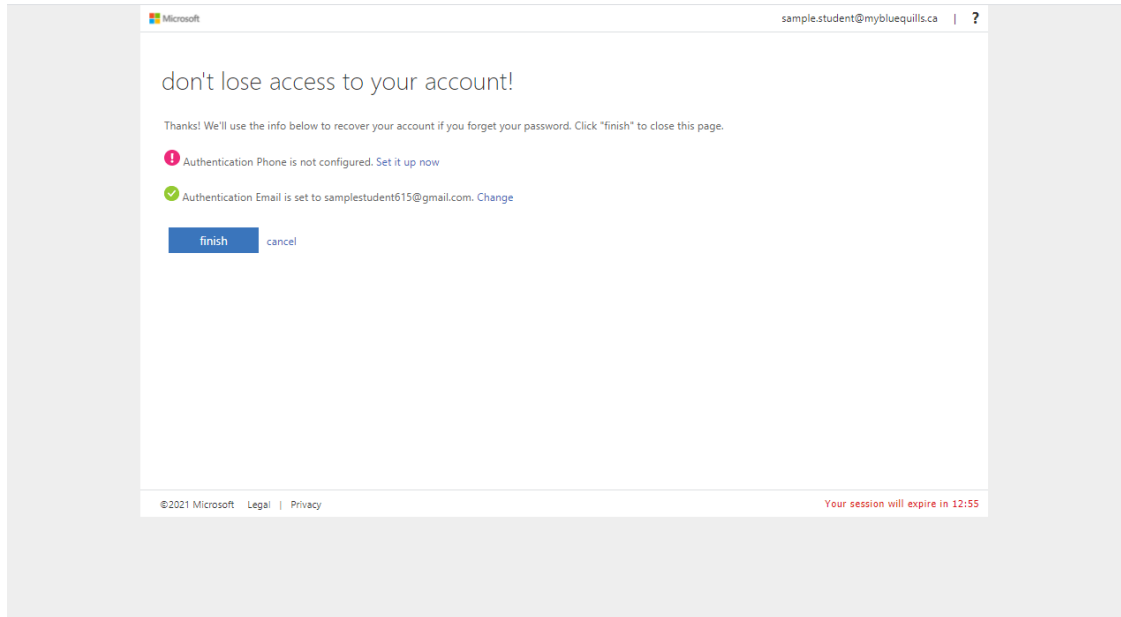
In the example below I have used an alternate email account. **Enter your alternate email address and click on email me**



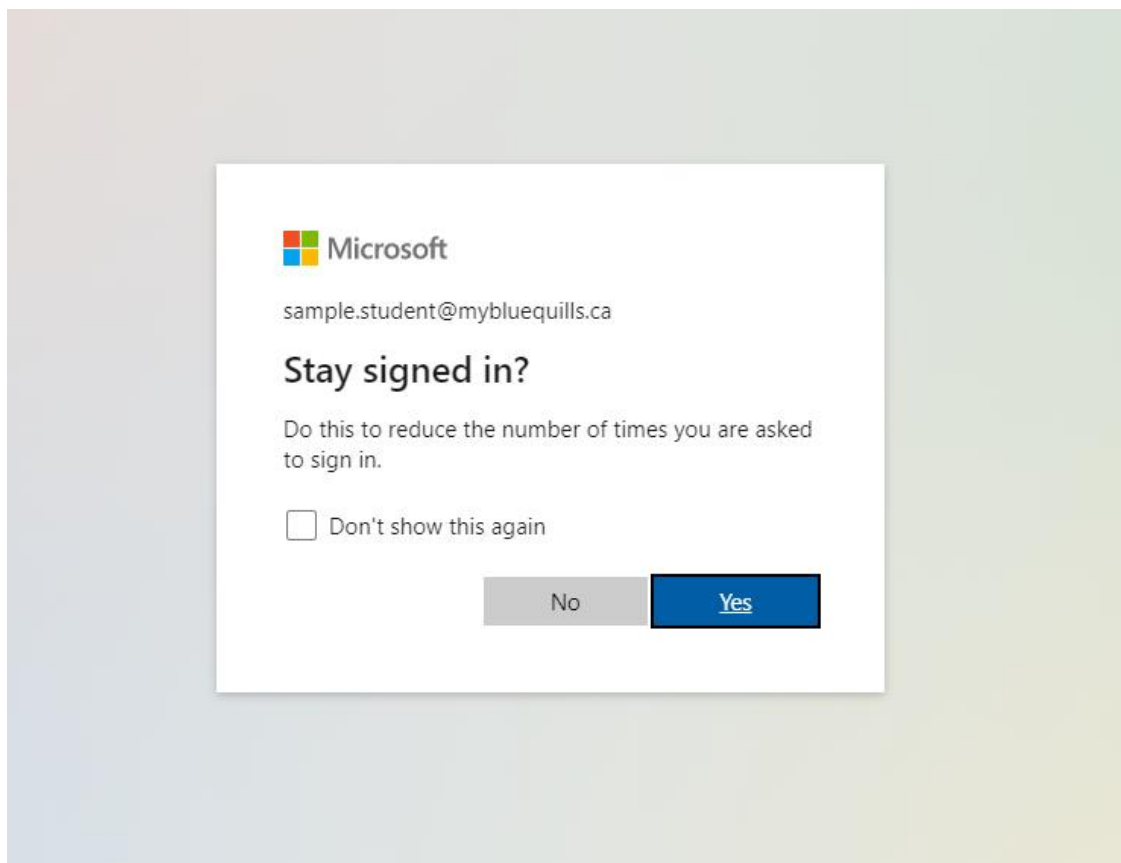
Enter the verification code that you receive in your alternate email account and click on verify



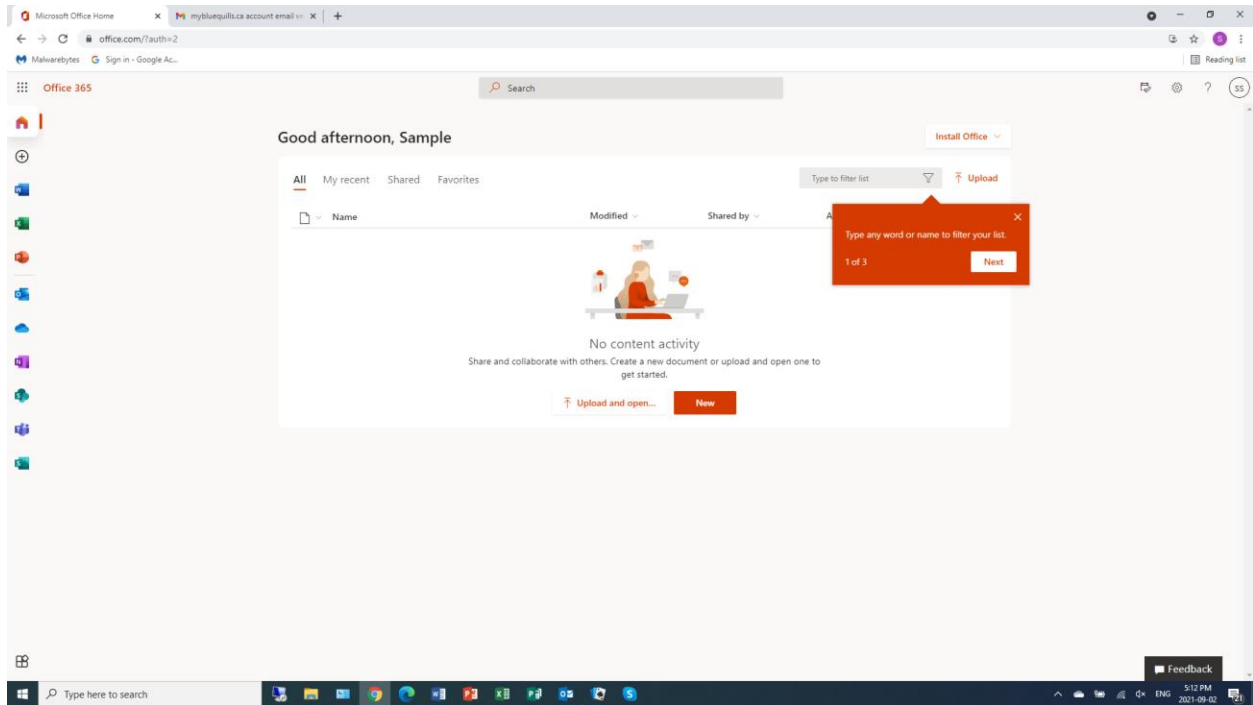
Click on Finish to complete the verification



You will be asked if you wish to stay signed in. This is a personal choice. If you are using your own computer you may wish to say Yes. If this a computer that you share with others you may wish to say No.



You have now signed into Office 365



This version of Office 365 allows you to Install Office (Word, PowerPoint, Excel, etc.) to your computer. This allows you to work directly on your computer without having to be connected to the Internet. To install Office on your computer **click on the Install Office button and select Office 365 apps.**

If this is a shared computer you will want to sign out when you are finished. **Click on the circle with your initials in the upper right corner to sign out.**