How to access Office 365 at home:

1. Go to office.com
2. When you see the sign in screen, first enter your email. Your email is: username@nbss.nbed.nb.ca (your username is the first three letters of your first name then the first three letters of your last name with the five digits)

\*You can use all lowercase letters.

1. You will then be directed to another screen and will be asked to input your email again and then your password. (Your password is the same from school, a word + a number = a word).

 \*The password is case sensitive, be sure to type it as it is written in your agenda.

1. Once you are logged into to Office 365, you can access your email through the Outlook app and the Teams app (where your work is posted).