

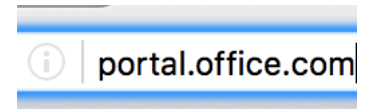
School District #19 (Revelstoke)

Office 365 for Education Overview

Ways to Access Office 365: Web browser, Microsoft Office (Mac / PC), Microsoft Office App (iPad, iPhone, Android Phone / Tablet)

Getting Started with Office 365:

Step One: Start a web browser (Safari, Firefox, Chromium, Chrome, Edge, etc.) and go to the website <http://portal.office.com>



Step Two: Enter your SD19 Microsoft Office 365 Username and Password provided below:

Your SD19 Microsoft Office 365 Email/Username: _____@sd19.bc.ca

Your SD19 Microsoft Office 365 Password:
(Note the CAPITAL letter and the number in the password)

If you need to change your password for some reason, please contact the School Board Office for assistance.

You will be asked to set up MultiFactor Authentication (“MFA”) as an additional layer of security for your account; this involves using the Microsoft Authenticator App on a phone/tablet and/or inputting a phone number to receive a verification code via text or call when you log in.



Sign in

Email, phone, or Skype

No account? [Create one!](#)

[Can't access your account?](#)



Step Three: There may be some welcome/set up pop ups to click through when you first login. You should then see the home screen of Microsoft Office 365 (if you do not, please contact the School Board Office for assistance). You can view your recent documents from the home page and also select from the most common Office Apps on the left side of the window.

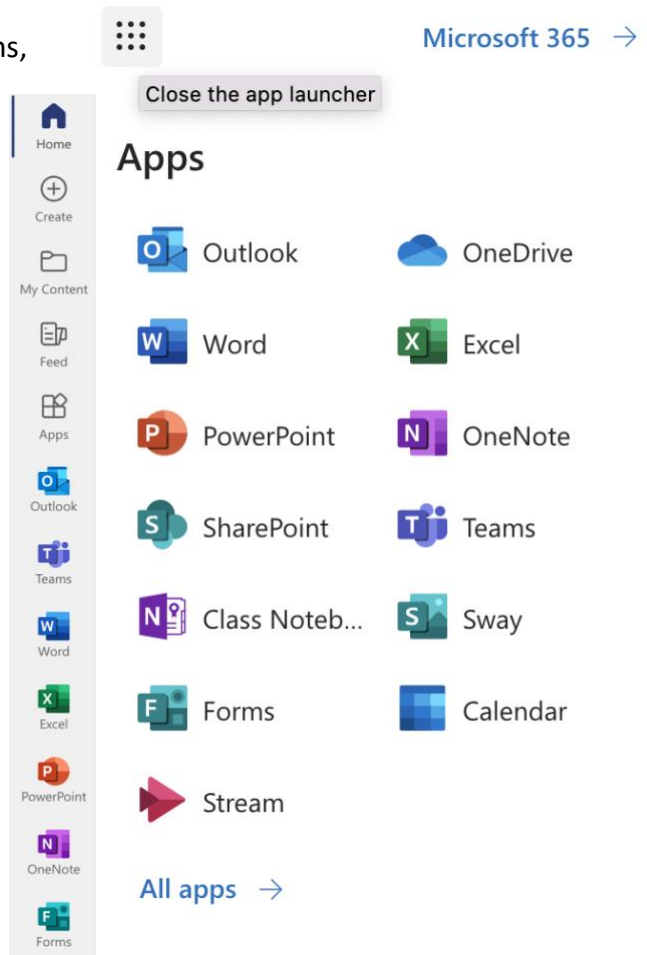


Step Four: To access the web-based version of Microsoft Outlook, Teams, Word, Excel, Powerpoint, OneNote, Forms, etc; select from the options on the left. To see a full list of Apps available, click in the top left corner on the App Launcher (aka the "Chicklet" or "Waffle").

NOTE: *Outlook* is the App to use for accessing your School District 19 email account.

Go ahead and start using Microsoft Office 365. As you work on documents they will be automatically saved into your web / cloud-based storage (your "OneDrive") - you can also download them to your computer as needed too!

Step Five: When you are done working with Microsoft Office 365, click on your name in the top right corner of the screen and select the **SIGN OUT** option.



Note: Most web browsers will keep a record of past users, so to fully sign out (recommended if you are using a public computer), go to the initial log in page, and click the FORGET option by clicking on the "..." (called ellipsis).



Pick an account

