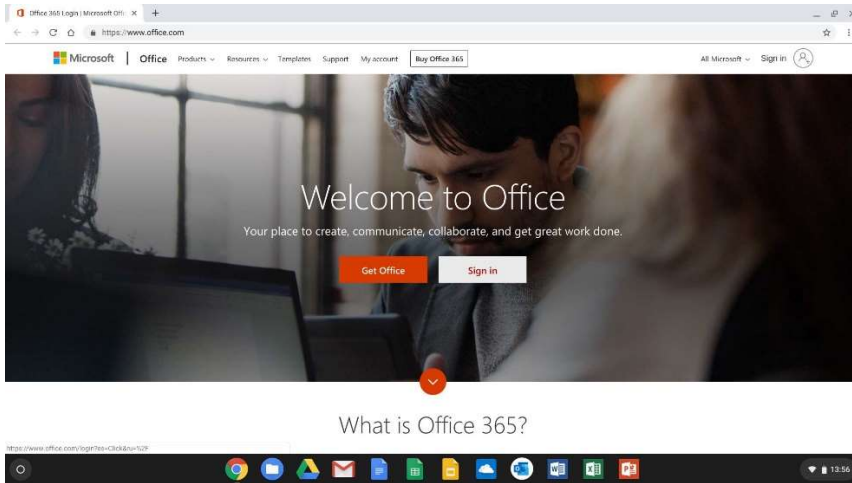
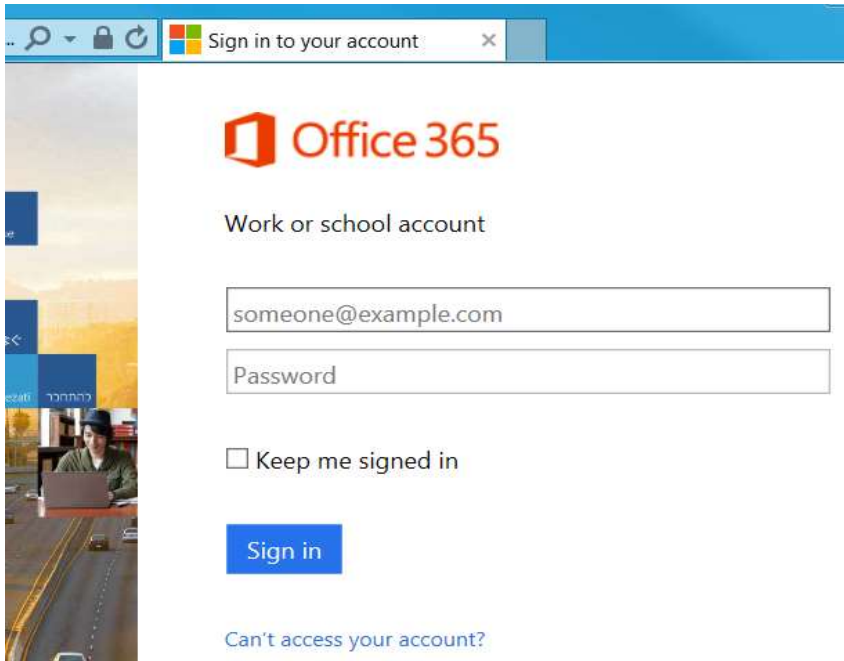


To sign in to Office365 (Teams, OneDrive, etc.) from a location that is not at school (home, etc.) please follow the instructions below:

1. Using a web browser (Chrome, Safari, Edge) type office.com in the web address bar and hit enter.
2. You should be brought to a screen like the one below:

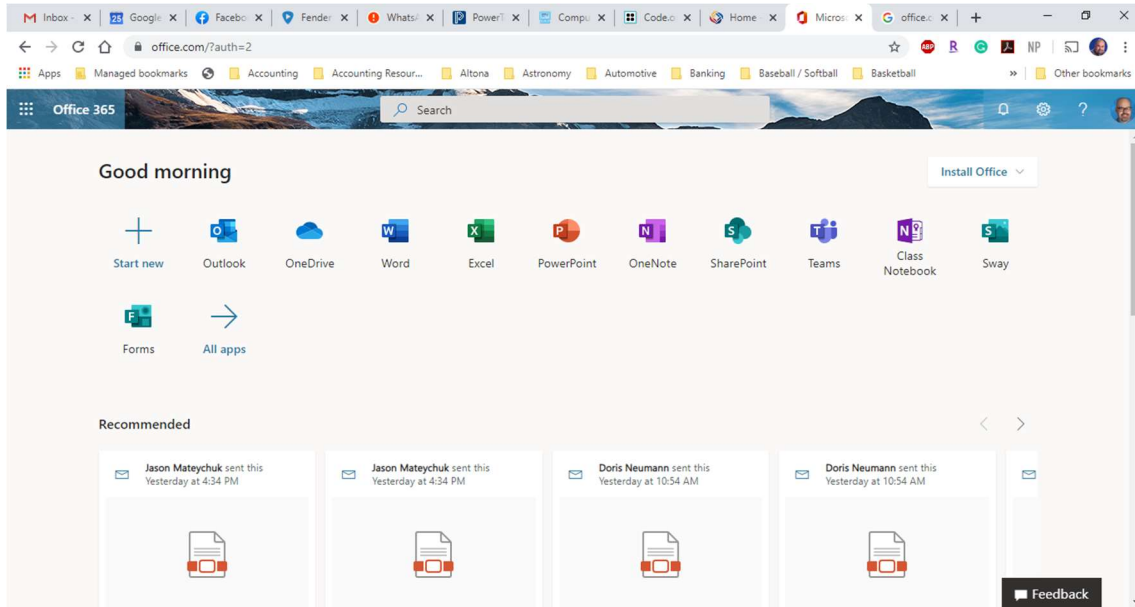


3. Click the **Sign In** button and you should be brought to a screen like the one below:



4. You will sign in using your school email address and password.
 - a. In the top box (username/email address) you will use your school student email address which is the login username you use at school to login to the computers and then add @stu.blsd.ca.
 - i. Should look something like this: reidg@stu.blsd.ca
 - b. Your password is *the same password you use to sign in to the computers at school.*
 - c. After entering both your student email address and username, click the **Sign In** button.

5. You should then be brought to the main Office 365 page. On this page you can access the Teams site, Word, Excel, PowerPoint, OneDrive, Outlook (where you can check your divisional student email) etc...



6. If you are having problems logging in, please feel free to email Mr. Reid @ reidg@blsd.ca