

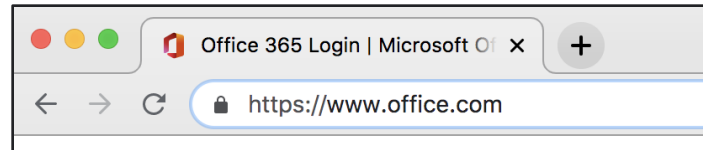


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Cree School Board
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Computer: Setting up Your CSB Office 365 Account

Step 1

Open your favourite browser (Google Chrome, Explorer, Edge, Safari, etc.) and go to:
www.office.com



Step 2

Click on **Sign in**.

Welcome to Office

Your place to create, communicate, collaborate, and get great work done.

Sign in

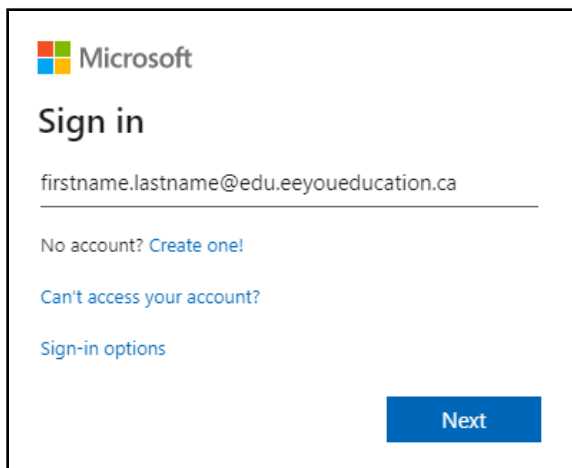
Get Office

Sign up for the free version of Office >

Step 3

Enter the **email address** given to you by your teacher then click on **Next**.

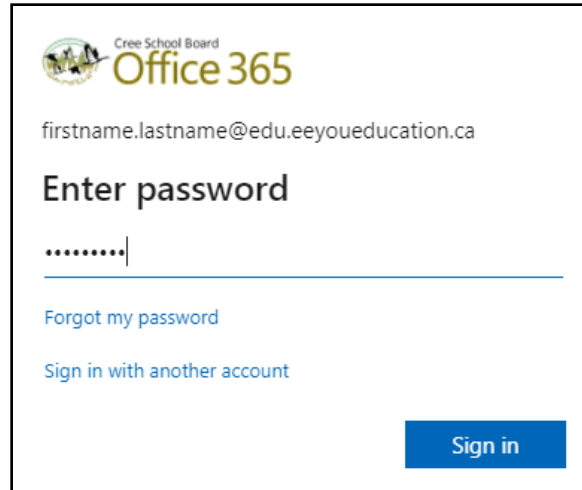
Student email addresses follow this formula:
firstnames.lastnames@edu.eeyoueducation.ca



The screenshot shows a Microsoft sign-in interface. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. A text input field contains the email address "firstname.lastname@edu.eeyoueducation.ca". Below the input field are three links: "No account? Create one!", "Can't access your account?", and "Sign-in options". At the bottom right of the form is a blue button labeled "Next".

Step 4

Enter the **password** given to you by your teacher. **Do not share this password with others.** Click on **Sign in**.



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Office 365

firstname.lastname@edu.eeyoueducation.ca

Enter password

.....|

[Forgot my password](#)

[Sign in with another account](#)

[Sign in](#)

Step 5

If this is your first time logging into your account, you will be asked to provide additional security information. Click **Next**.



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firstname.lastname@edu.eeyoueducation.ca

More information required

Your organization needs more information to keep your account secure




[Use a different account](#)

[Learn more](#)

Next

Step 6




You need to set up **at least one** security option:

- A. add a phone number 
- B. provide another email address 
- C. set up 3 security questions 

The next three slides will show you how to set up each of the options. Choose **one** of the options then click on **set it up now**.

don't lose access to your account!

To make sure you can reset your password, we need to collect some info so we can verify who you are. We won't use this to spam you - just to keep your account more secure. You'll need to set up at least 1 of the options below.

-  Authentication Phone is not configured. [Set it up now](#)
-  Authentication Email is not configured. [Set it up now](#)
-  Security Questions are not configured. [Set them up now](#)

finish

cancel

Step 6A

Authentication by phone

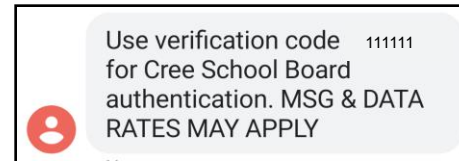
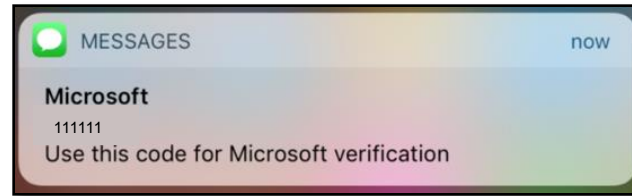
Enter your **cell phone number**. Then, click on **text me**. You will receive a text with a code. Enter the code in the box and click on **verify**.

don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

Canada (+1)



We've sent a text message containing a verification code to your phone.

Step 6B

Authentication by email address



Enter your **second email address in the box**. Then, click on **email me**. You will receive an email with a code. Enter the code in the box and click on **verify**.

don't lose access to your account!

Please verify your authentication email address below. Don't use your primary work or school email.

Authentication Email

email me

back

We've sent an email message containing a verification code to your inbox.

verify

Step 6C

Authentication with security questions (?)

You need to select 5 questions from the drop-down list and then type in your answer. When finished, click on **save answers**. Don't forget your questions and answers!

don't lose access to your account!

Please select questions to answer below. Your admin requires you to set up 5 questions, and answers must be at least 3 characters long.

Security question 1

Who is the most famous person you have ever met?

Example ✓

Security question 2

In what city was your father born?

Example ✓

Security question 3

What is the last name of your favorite teacher in high school?

Example ✓

Security question 4

What was the last name of your favorite grade school teacher?

Example ✓

Security question 5

What was your favorite sport in high school?

Example ✓

[save answers](#)

Step 7

Activate your account

When you are finished authenticating your account using at least one of the three options, click on **finish** to activate your account.

don't lose access to your account!

Thanks! We'll use the info below to recover your account if you forget your password. Click "finish" to close this page.

✔ Authentication Phone is set to +1 514-567-1189.

[Change](#)

❗ Authentication Email is not configured. [Set it up now](#)

❗ Security Questions are not configured. [Set them up now](#)

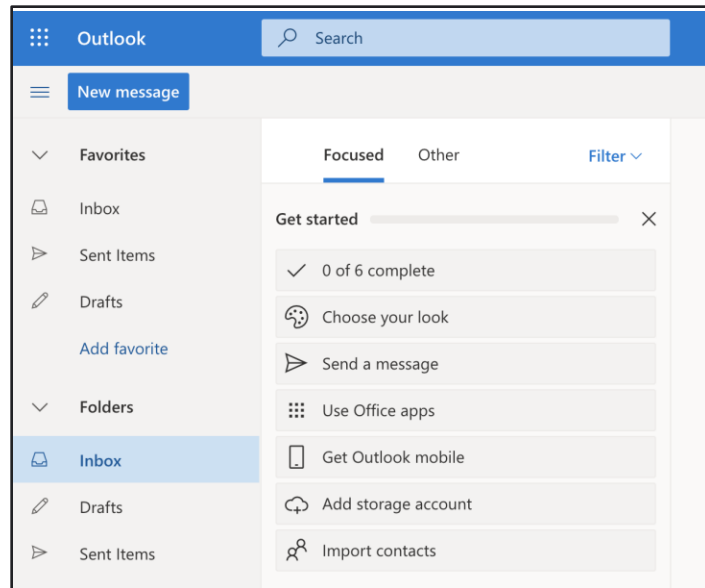
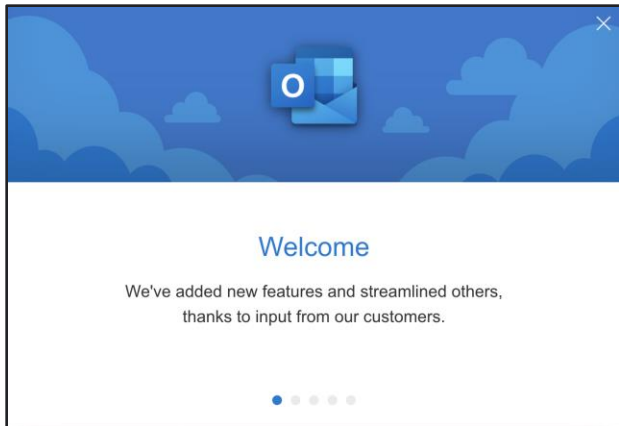
finish

cancel

Step 8

Set up your Outlook

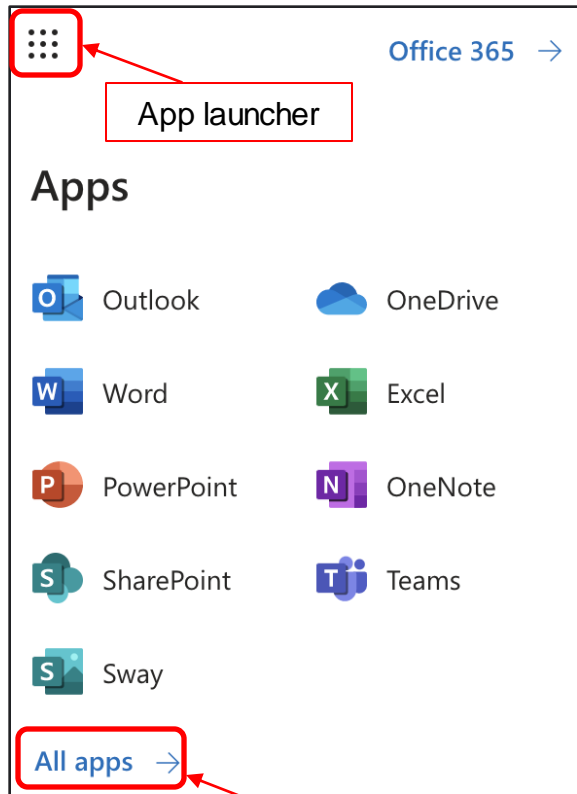
Your account is now activated. You can set up your Outlook by following the instructions that appear on the screen.



Step 9

Accessing your Office 365 tools

Once you sign into your Office 365 account, you can access all the other Office 365 tools by clicking on the app launcher – the nine little dots in the top left corner of the screen. Click on **all apps** to access more information.



Step 10

Exploring your Office 365 tools

By clicking on the square icon at the bottom of the page, you will be able to see the description for each of the apps.

The screenshot displays the Office 365 app launcher interface. At the top, there is a search bar and a settings icon. Below the search bar, there are tabs for "Office 365", "All apps", and "Tips and Tricks". The main area shows a grid of application tiles, each with an icon and a brief description. A red square icon at the bottom left, representing the "All apps" view, is highlighted with a red box and a red arrow pointing to it. The "All apps" text is visible at the bottom left of the interface. A "Feedback" button is located at the bottom right.

| App Name | Description |
|------------|--|
| Calendar | Schedule and share meeting and event times, and au... |
| Delve | Get personal insights and relevant information based... |
| Excel | Discover and connect to data, model and analyze it, ... |
| Forms | Create surveys, quizzes, and polls and easily see resu... |
| Kaizala | A simple and secure mobile chat app for work |
| OneDrive | Store, access, and share your files in one place. |
| OneNote | Capture and organize your notes across all your devi... |
| Outlook | Business-class email through a rich and familiar Outl... |
| People | Organize your contact info for all your friends, family... |
| Planner | Create plans, organize and assign tasks, share files, a... |
| PowerPoint | Design professional presentations. |
| Project | Develop project plans, assign tasks, track progress, a... |
| SharePoint | Share and manage content, knowledge, and applicat... |
| Sway | Create and share interactive reports, presentations, a... |
| Teams | The customizable, chat-based team workspace in Off... |
| To Do | Keep track of your tasks in one place with intelligenc... |
| Whiteboard | Ideate and collaborate on a freeform canvas designe... |
| Word | Bring out your best writing. |



Your account is now ready to go!

Remember, this is an Office 365 education account managed by the Cree School Board and is for school purposes only. Do not share your password with others.



This account gives you access to Office 365 tools, such as: Outlook, Teams, OneDrive, Word, etc.