



ᐃᓕᓕᓂ ᓂᓕᓂᓂᓂᓂᓂᓂᓂᓂ
Cree School Board
Commission scolaire crie

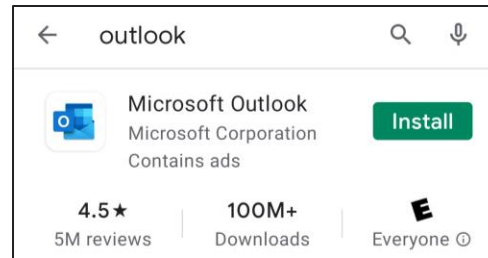
Mobile Device: Setting up Your CSB Office 365 Account

Step 1

Open the Google Play Store or the App Store.



Search for the Microsoft Outlook app and install.

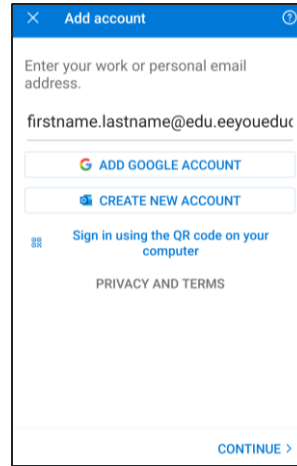
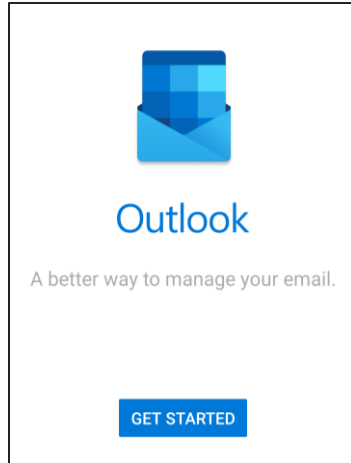
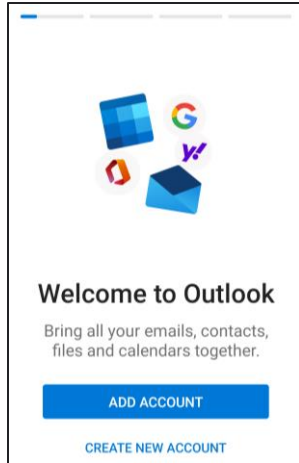


Step 2

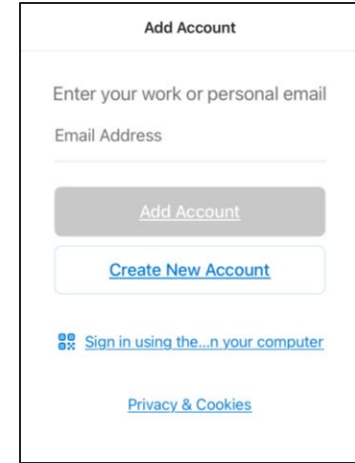
Open the Outlook app and click on **Add account** or **Get started**. Enter the **email address** given to you by your teacher then click on **Continue**.

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

Android Devices

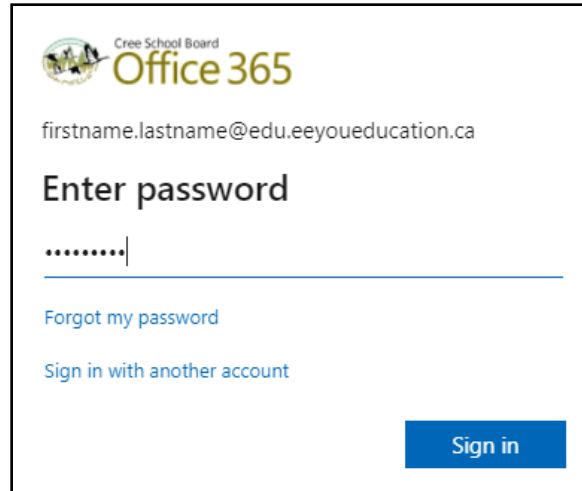


Apple Devices



Step 3

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



The login form is titled "Office 365" and includes the Cree School Board logo. It displays the email address "firstname.lastname@edu.eeyoueducation.ca" and a password field with masked characters. There are links for "Forgot my password" and "Sign in with another account", and a blue "Sign in" button at the bottom right.

Cree School Board
Office 365

firstname.lastname@edu.eeyoueducation.ca

Enter password

.....|

[Forgot my password](#)

[Sign in with another account](#)

[Sign in](#)

Step 4

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



Cree School Board

Office 365

firstname.lastname@edu.eeyoueducation.ca

More information required

Your organization needs more information to keep your account secure




[Use a different account](#)

[Learn more](#)

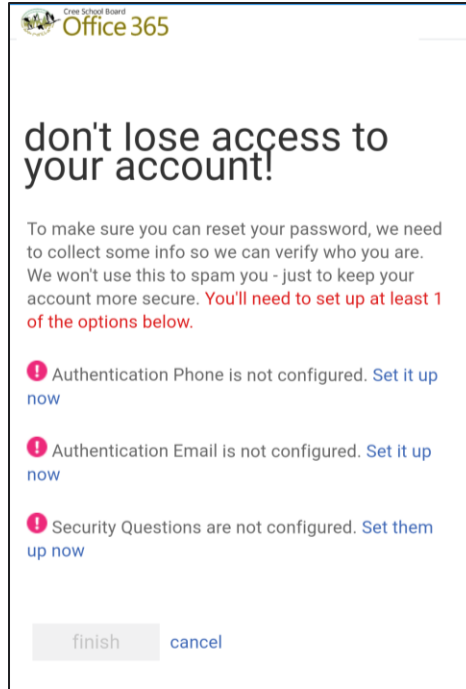
Next

Step 5

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**.



Office 365

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](#)

Step 5A

Authentication by phone

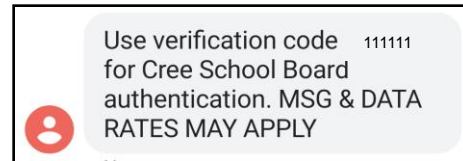
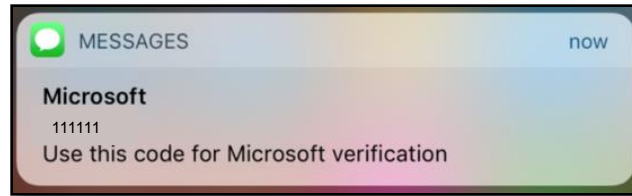
Enter your **cell phone number**. Then, click on **text me**. You will receive a text with a code. Enter the code in the box and click on **verify**.

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 5B

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 5C

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? ✓

Security question 2

In what city was your father born? ✓

Security question 3

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

Security question 4

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

Security question 5

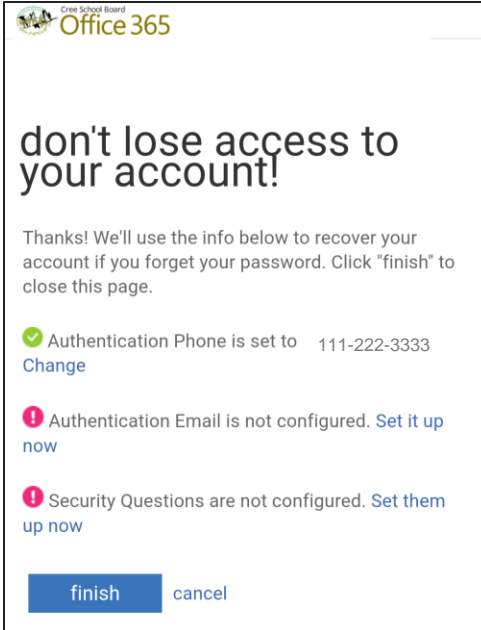
What was your favorite sport in high school? ✓

[save answers](#)

Step 6

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.



One School Board
Office 365

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.

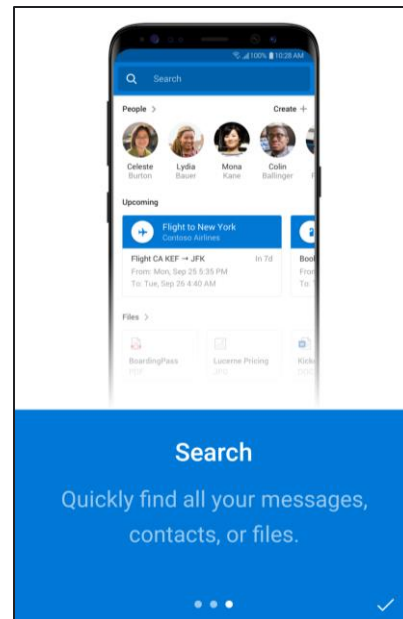
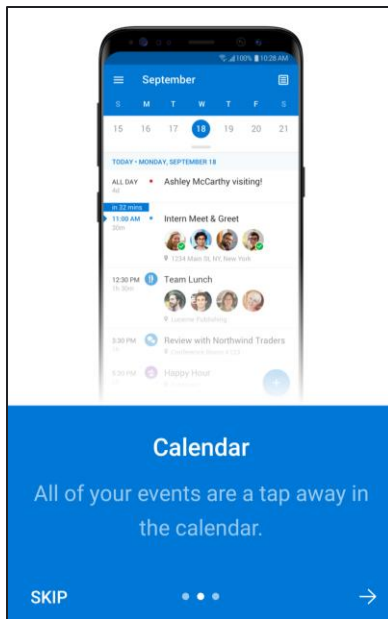
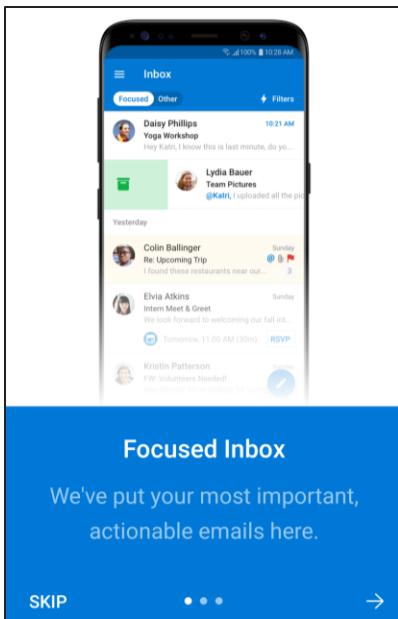
- ✔ Authentication Phone is set to 111-222-3333
[Change](#)
- ! Authentication Email is not configured. [Set it up now](#)
- ! Security Questions are not configured. [Set them up now](#)

[finish](#) [cancel](#)

Step 7

Set up your Outlook

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



Step 8

Outlook gives you access to your emails and your calendar.

The screenshot shows the Outlook interface. On the left is the navigation pane with 'Office 365' and 'Favourites' sections. The main area displays the 'Inbox' with a 'Focused' tab selected. A calendar icon is visible in the bottom right corner of the interface.

Annotations with red boxes and arrows point to the following elements:

- The 'Inbox' header in the main area.
- The 'Compose' button (envelope with pencil icon) in the bottom right corner.
- The 'Calendar' icon (calendar grid) in the bottom right corner.
- The 'Email' icon (envelope) in the bottom left corner.

Text boxes with arrows provide instructions:

- Click here to access your emails.
- Click here to write and send an email.
- Click here to access your calendar.

Step 9



Accessing your Office 365 tools

Your account is now activated. You can download other Office 365 apps, such as OneDrive, Teams and Word. Use the same email and password to sign in.





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.