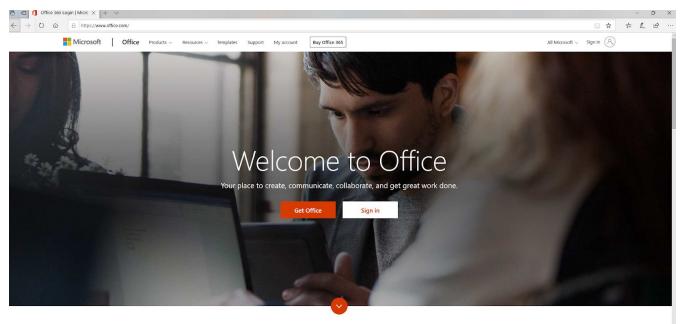


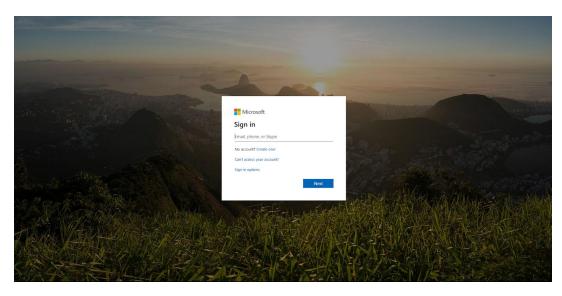
Accessing your Office 365 Account

1. Visit <u>www.office.com</u> and click "Sign In"



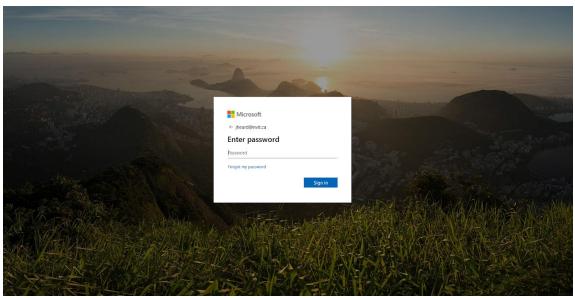
What is Office 365?

1. Enter your username. This is your email address and press Next. For example: jdoe@nvit.ca (Note: email address for login is nvit.ca NOT nvit.bc.ca).





2. Enter your myNVIT password. If you are unsure of your password, please connect with Jen Heard.



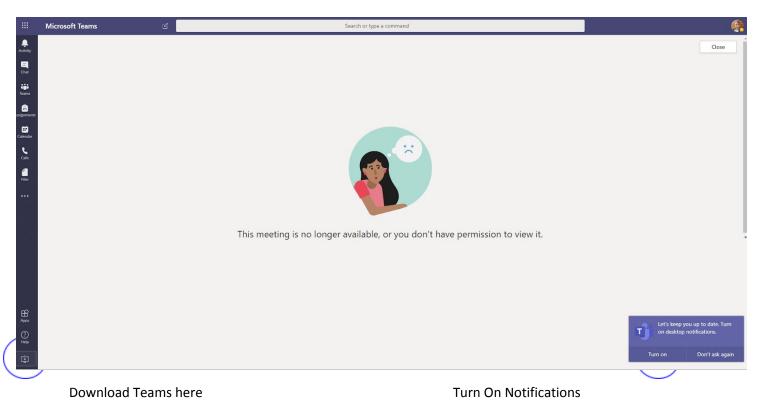
- 3. After you enter your password, you may see a dialog box indicating more information is required. In the next window, you have a choice to enter either a cell phone number or an alternative email address (your personal email address). A six-digit code will be sent to your phone or email. This is an additional security measure to protect your account.
- 4. Once your code is entered, your Office 365 account is ready to go.

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	Start new	Outlook	OneDrive	Word	Excel	PowerPoint	OneNote	SharePoint	Teams	Class Notebook	Sway	
	Forms	Admin	Planner	To Do	Tasks	→ All apps						

Still need help? Send an email to jheard@nvit.ca.



5. Click on the Teams app to start using Teams.



6. Meet now: This allows you to create an instant meeting with any number of participants.

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Calendar	10 AM		NVIT - MS Teams for students Skype Meeting Karol King								
elles Files	11 AM						Colleague check-in meeting https://bluejeans.com/976335442 Cathy van Soest				

Still need help? Send an email to jheard@nvit.ca.



7. + New Meeting: This allows you to schedule a meeting (just like an appointment request) for anytime in the future and allows you to invite attendees (and optional attendees).

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