

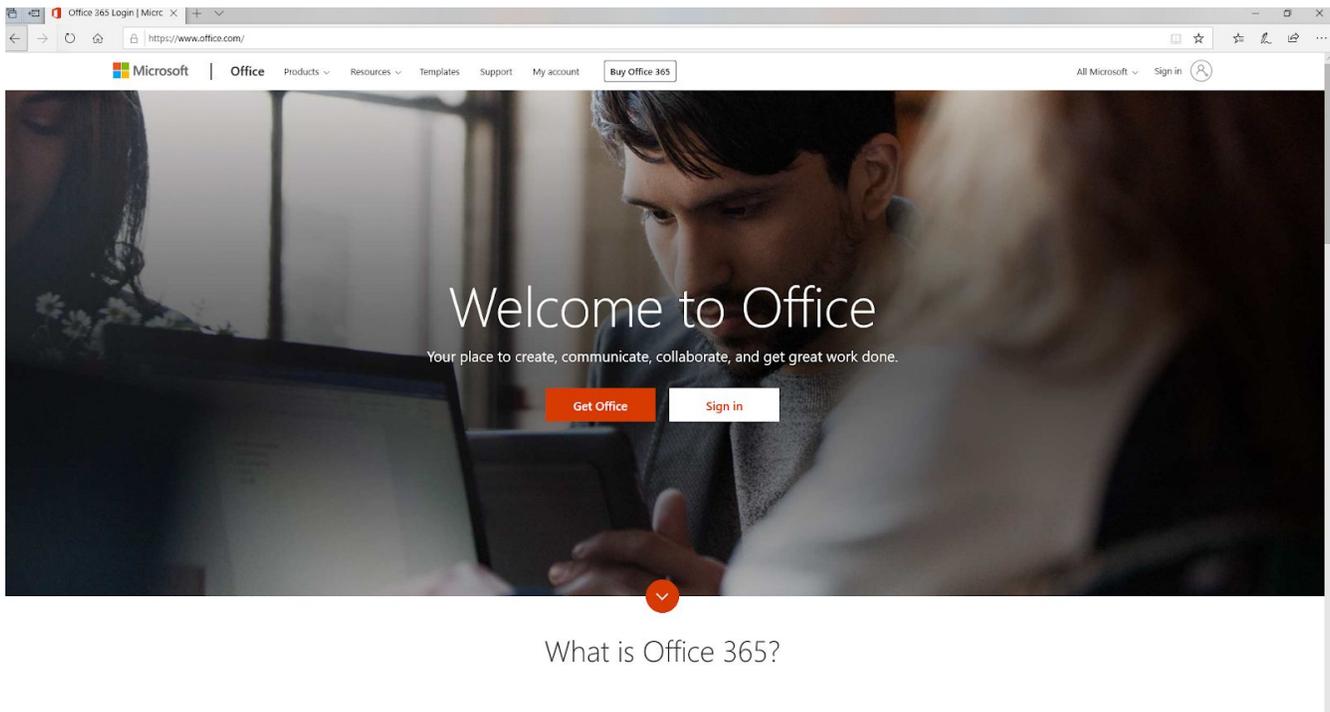


Tech Tips

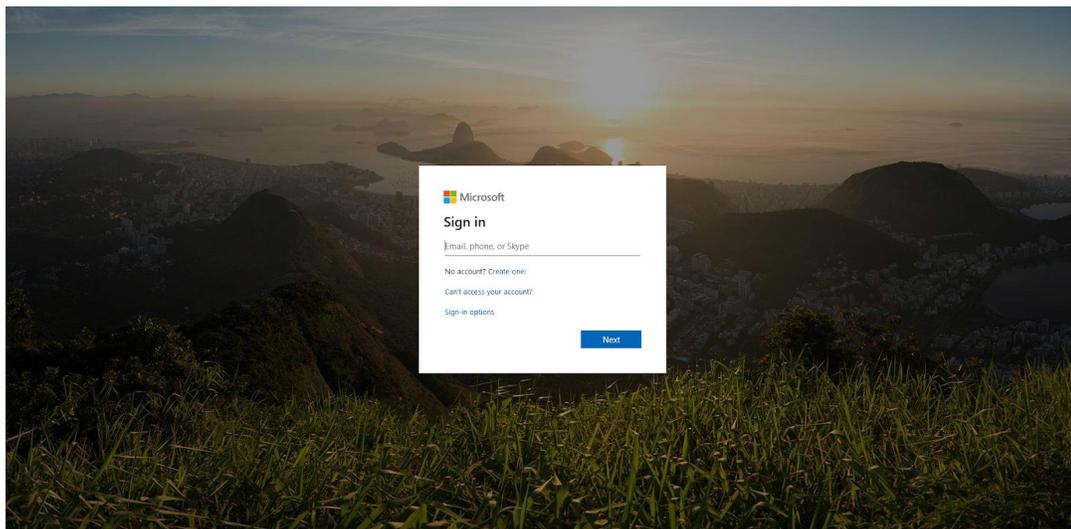
Using your Microsoft Teams Account **STUDENTS**

Accessing your Office 365 Account

1. Visit www.office.com and click "Sign In"



1. Enter your username. This is your NVIT email address (ie. n0005334@nvit.ca). Press Next.
(Note: email address for login is nvit.ca NOT nvit.bc.ca).

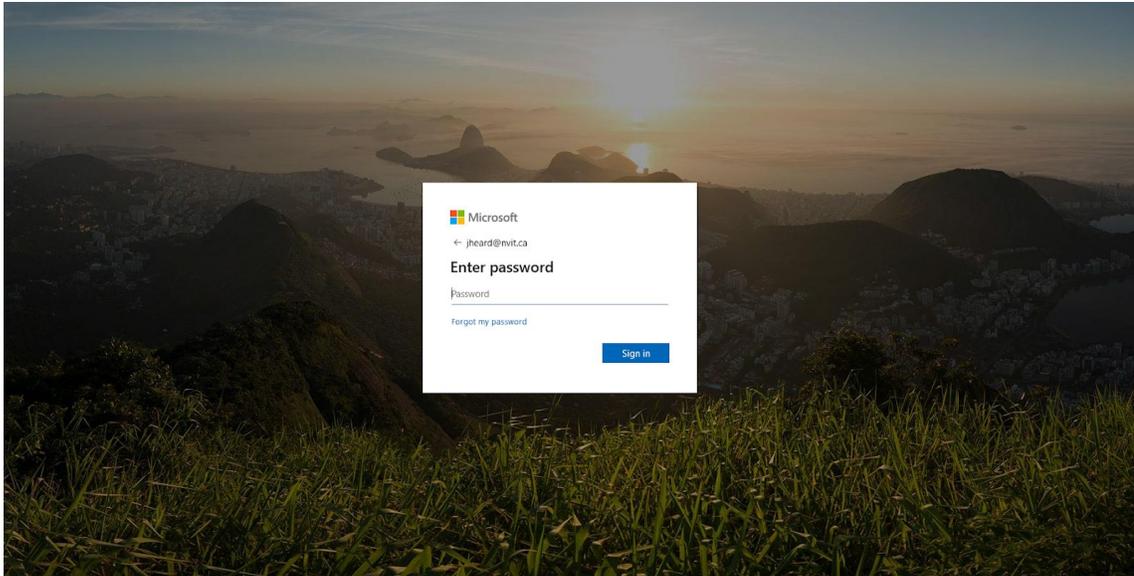




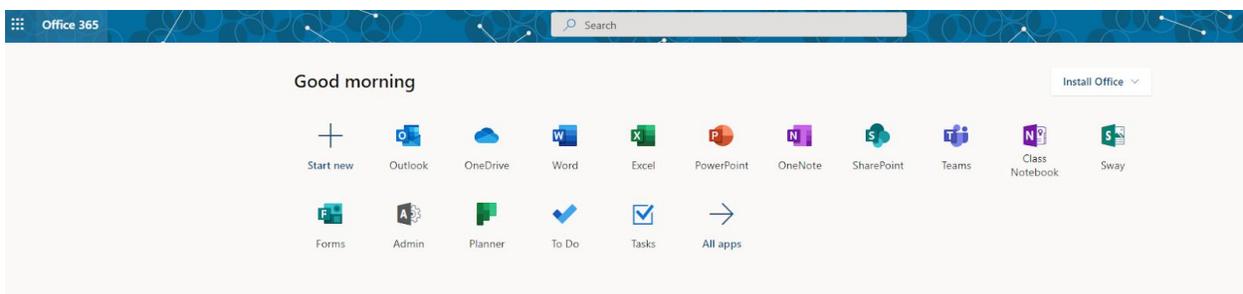
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2. Enter your myNVIT password. Your login information should have been provided to you prior to registration.



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.



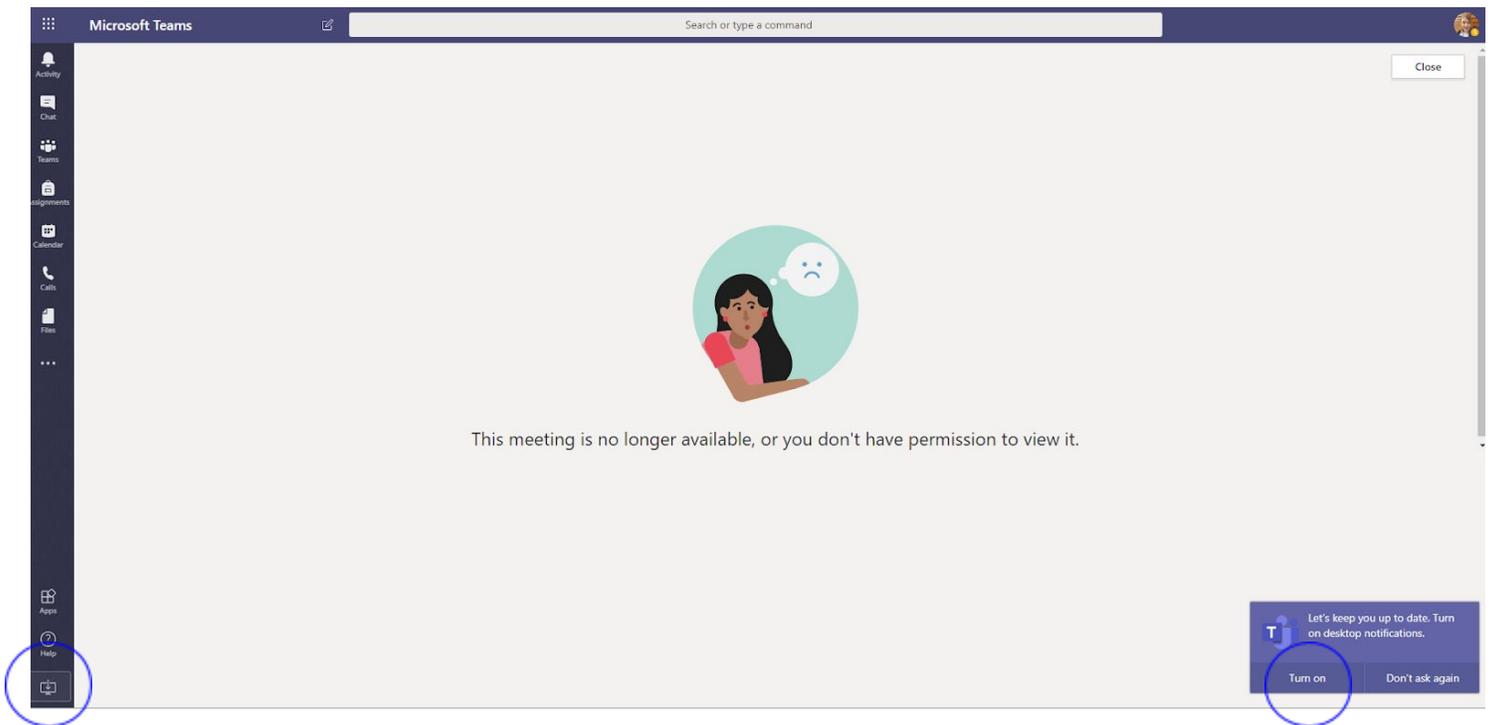
Still need help? Send an email to jheard@nvit.ca.



Tech Tips

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



Download Teams here

Turn On Notifications

6. We recommend downloading the Teams app on your device(s) for best use!

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