

201 Dover Street, Campbellton, NB E3N 1R3

Principal: Mr. M. O'Toole

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STAFF WHO ARE USING OFFICE 365					
Mae Cameron	Sylvie Drapeau	Kathryn Henderson			
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## How to access Office 365 files from your teachers.

This is available on all tablets, phones, Ipads, computers.

- **1.** Go to your Internet browser.
- **2.** Type in <u>www.office.com</u>

## You will see this:



3. Click on Sign in and it will bring you to this page:



**4.** Please enter your username and the password that you were using to log on at school. \*\*If you forgot your password, please email Mde. Drapeau at <u>sylvie.drapeau@nbed.nb.ca</u> and she will reply with your reset password\*\*

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DI	unswick
Sign in with y	our organizational account
aledra52644	@nbss.nbed.nb.ca
Password	
Sign in	
Sign in	

After you log in It will bring you to this page:

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OneNote	SharePoint	Teams	Sway	Toutes les applications	

If your teacher is using **OneNote** or **Teams**, you will have to check your emails through **Outlook.** (If you are not sure, please email your teacher using the address above).

With this, you will have access to Word, PowerPoint and Excel to help you with your Home Learning.

If you have any questions or issues accessing the "Home Learning" for your child please email the corresponding teacher. If you any further questions, you can email Michael O'Toole – <u>michael.otoole@nbed.nb.ca</u> (Principal) or James Ryan – <u>James.ryan@nbed.nb.ca</u> (Vice-Principal)