- 1. Visit <u>https://www.office.com/</u>.
- 2. Click Sign-In.



3. Enter your username (ex: <u>ab123@spiritsd.ca</u>). Click Next.

	Microsoft		-
	Sign in		
	ab123@spiritsd.ca	×	and a state of the
	No account? Create one!		
	Can't access your account?		
		Next	AL ALLANDER
A PARALES			
		学校にしておく	

4. Enter your password and click Sign in.

	PRAIRIE SPIRIT SCHOOL DIVISION Learners for Life
Sign in with your ab123@spiritsd.ca	organizational account
Password	
Sign in	
Login using your	web credentials.
Example: ab123@	)spiritsd.ca
Plaasa kaan your	Prairie Spirit login secure by regularly

updating your password.

5. The first time logging in on your computer, you will be asked if you want to stay signed in. If you are on a shared computer or are unsure, choose No.



6. You will now see your dashboard of Office 365 apps. Email is accessible by clicking on Outlook.

 Office 365		,∕⊃ Sear	ch				Ç	ې ۲	?	
Apps							Install O	ffice $$		
Outlook		Word	Excel	PowerPoint		SharePoint	Teams			
	s R	F	Excer	rowerrount	Onenote	Shareroint	Teams			
Class Notebook	Sway	Forms								
Explore all your	apps $ ightarrow$									