

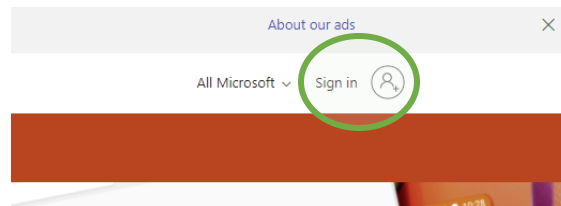


## Accessing Microsoft365

Here are a few options available to you to access Microsoft365 apps such as Teams, Outlook, and One Drive on your personal device:

### 1. Access using your browser:

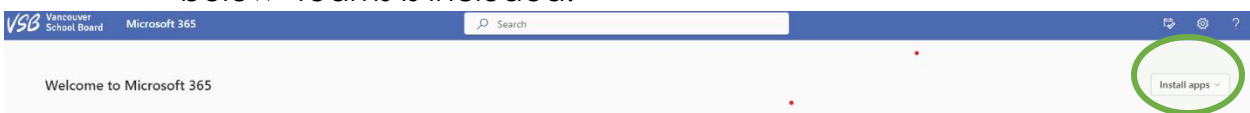
- Use Chrome as your browser (should be installed on your computer otherwise you can get it from <https://www.google.com/chrome/> (if you use Edge that will work too but it doesn't work as well in Safari on a Mac)
- Go to the following website: <https://microsoft365.com>
- Click on "Sign in" (top-right corner of page)



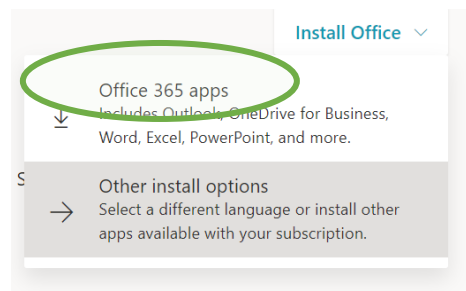
- Sign-in using your VSB log in information [Student#]@learn.vsb.bc.ca (ex. 123456@learn.vsb.bc.ca)
- The next page should have a list of available apps along the left side.

### 2. Access using Desktop apps (Downloadable from Microsoft365)

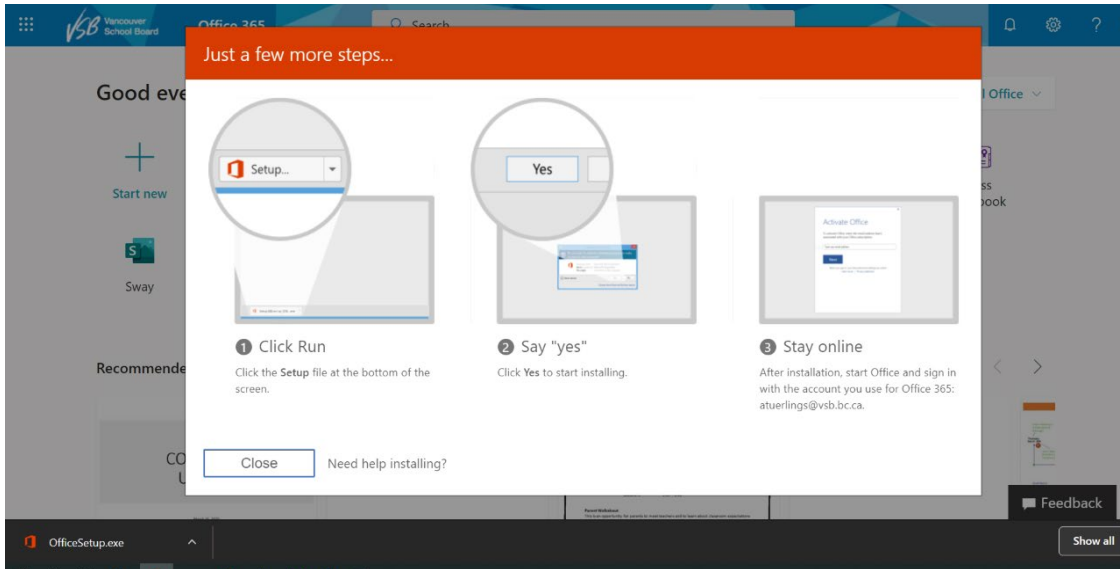
- You can also Download the full suite of programs from Office 365 if you click on the "Install Apps" link as noted in the picture below- teams is included.



- You can choose your install option but for ease go with the first option, "Office 365 apps"



c. When you click the first option your screen will look like this:



^^ This is the File^^ (bottom left corner of the browser window) that when you click on this file you can follow the prompts listed on the screen.

d. After signing in with your VSB login information:  
[Student#]@learn.vsb.bc.ca (ex. 123456@learn.vsb.bc.ca)  
- you'll then have access to all the programs in Office 365 on your device at home.

### 3. **Access TEAMS using a smart phone, ipad, or tablet**

- Search Microsoft Teams in Google Play or Apple Store
- Install the app
- Sign-in with VSB login information to use the app -  
[Student#]@learn.vsb.bc.ca (ex. 123456@learn.vsb.bc.ca)

### **Account Information**

If you need help resetting your password you can use:

- The student self-serve tool <https://studentpass.vsb.bc.ca/>  
(note: you need to enter your Provincial Education Number (PEN) and date of birth) – *quickest method*
- Speak with your teacher, counsellor, office staff, or administrator to have your account reset.

### **Other Sources of Information**

[An Introduction to Teams](#)

[Remote Learning for Students](#)

[Information for Parents](#)