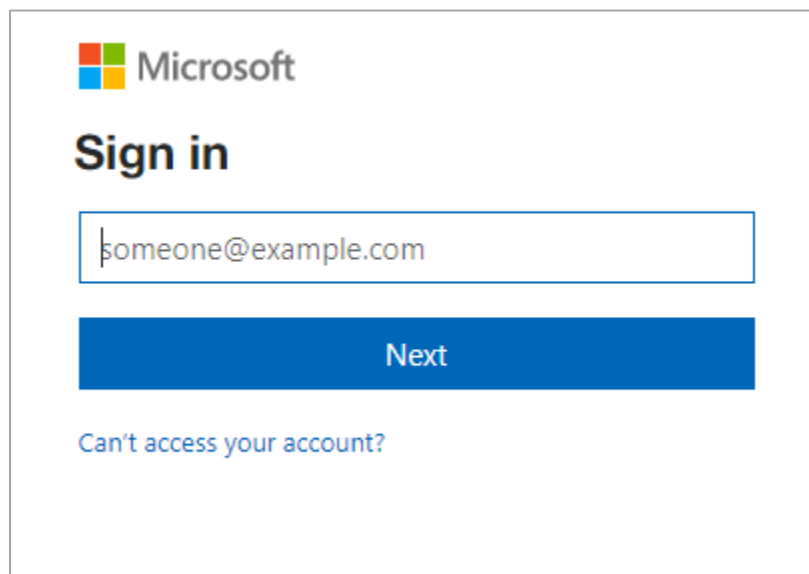


### Logging In On Your Laptop or Computer

A. Type in your browser address bar **portal.office.com**



B. This will take you to the Office 365 log in screen



**Student Usernames are:** [pupil#@edu.burnabyschools.ca](mailto:pupil#@edu.burnabyschools.ca)

(e.g. 654321@edu.burnabyschools.ca)

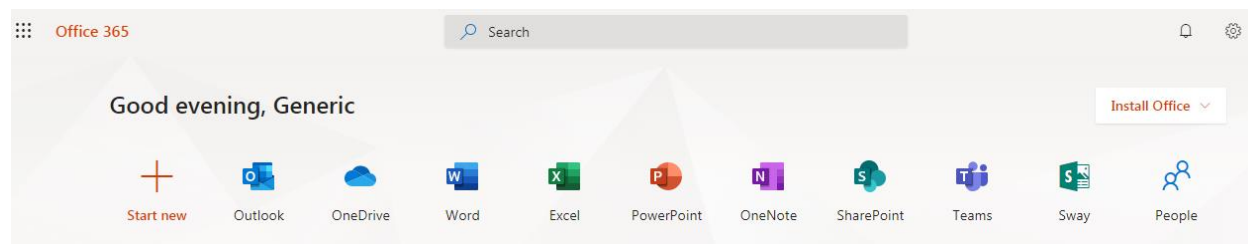
**Your Password is:**

[same as the password you use to log into school computers]



*A common mistake is to forget the **@edu.burnabyschools.ca** as part of the username.*

C. Once logged in, you will be presented with a dashboard of all your applications.



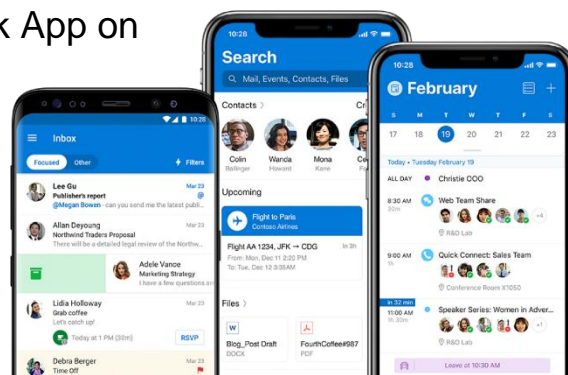
Students can access their email by clicking on the Outlook App

## Accessing Your School Email from your Phone

Students can also download the Outlook App on their iOS or Android Phones.

Search for Microsoft Outlook in Google Play or the App Store.

When adding in an account, use the same username and password as before.



**Student Usernames are:** [pupil#@edu.burnabyschools.ca](mailto:pupil#@edu.burnabyschools.ca)

(e.g. 654321@edu.burnabyschools.ca)

**Your Password is:**

[same as the password you use to log into school computers]