
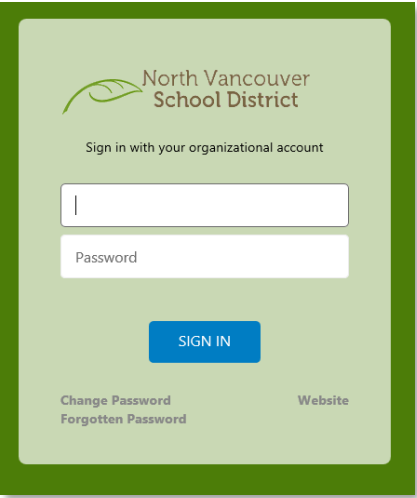
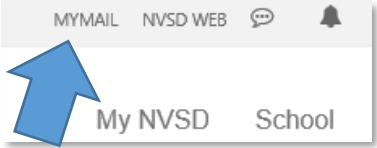




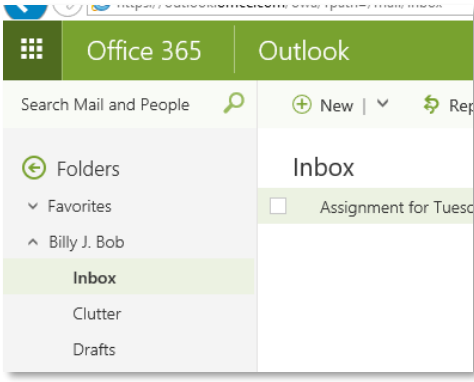
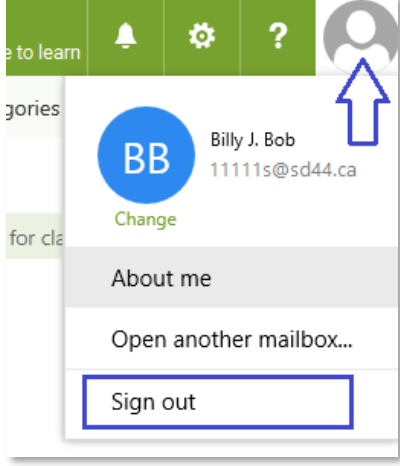
Getting Started Guide for SD44 Student Email

Office 365 is available for Students and Staff to use for collaboration, information sharing, and to download / install copies of the Microsoft Office software and mobile apps on their personally owned computers and mobile devices.

Steps to Login to Office 365 Email

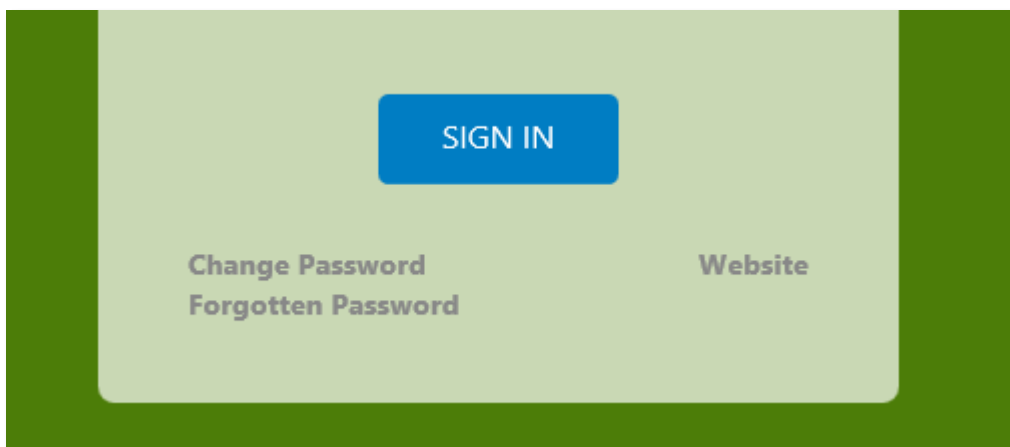
<p>1</p>	<p>Open your web browser and navigate to http://my44.sd44.ca</p> <p>You can also login at: https://www.office.com</p>	
<p>2</p>	<ul style="list-style-type: none"> • Enter district username (_____@sd44.ca) • Enter district password • Select "This is a private computer" • Press Log On button 	
<p>3</p>	<p>Click the "MyMail" link in top right corner</p>	



4	<p>Welcome to Office 365</p> <p>Your email address is your_district_username@sd44.ca</p>	
5	<p>When Finished, don't forget to Sign Out (top right corner of the screen)</p>	

At this time, your password can be changed on a district computer by pressing CTRL-ALT-DELETE and then pressing the Change Password button.

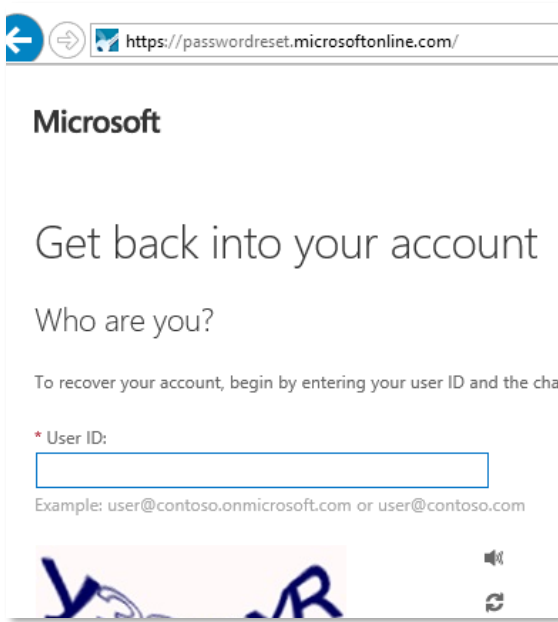
It may also be changed on the logon screen when you go to <http://my44.sd44.ca> (see image below):



Or by going to this link: <https://fs.sd44.ca/adfs/portal/updatepassword/>



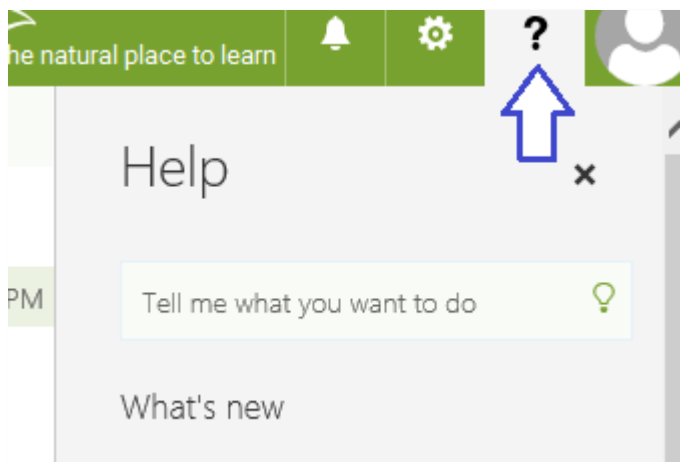
For a forgotten password you can work with one of your teachers or by visiting the “Forgotten Password” link on the authentication page, or by going to <https://passwordreset.microsoftonline.com/> (looks like below)



- Where it requests “User ID:” you will need to enter your district_login_id@sd44.ca

Learning More

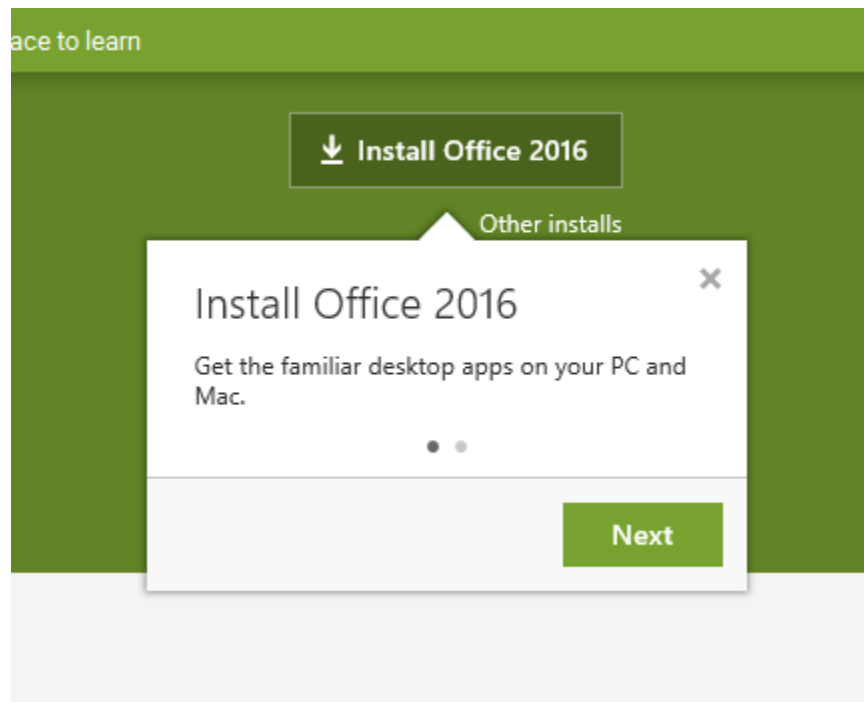
A great place to start is by using the online help (upper right hand corner of screen) as shown below. There are details on how to get started, create a message, searching, etc.





Free Software is available

From the Office 365 home page, you can download and install up to 5 copies of Microsoft Office applications software on home/personal computers (Windows and Mac). You can also install the Office apps on up to 5 personal mobile (iPad, iPhone, Android, Windows Phone) devices.



1. To download Office 365 Applications on your personal device go to the following link: <https://www.office.com>
2. Enter your SD44 email address. You will be redirected to your Office 365 Account page.
3. On your Office 365 Account page you have the option to download the Office 365 Applications on the Windows or Mac computer that you are using.

