

## 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

1	Open your web browser and navigate to <u>http://my44.sd44.ca</u> You can also login at: <u>https://www.office.com</u>	i Ahttps://my44.sd44.ca/
2	<ul> <li>Enter district username (@sd44.ca)</li> <li>Enter district password</li> <li>Select "This is a private computer"</li> <li>Press Log On button</li> </ul>	<form>  Vorth Vancouver   Sign in with your organizational account     Image Password   Change Password   Forgotten Password</form>
3	Click the "MyMail" link in top right corner	MYMAIL NVSD WEB 💬 🌲 My NVSD School



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 <u>http://my44.sd44.ca</u> (see image below):



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

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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 <u>https://passwordreset.microsoftonline.com/</u> (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.

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	Help	۲ <sub>×</sub>
PM	Tell me what you want to do	ç
	What's new	





## 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.

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	<u> </u> Install Office 2016			
Other installs				
	Install Office 2016			
	Get the familiar desktop apps on your PC and Mac.			
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	Next			

- 1. To download Office 365 Applications on your personal device go to the following link: <u>https://www.office.com</u>
- 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.