



# How to Sign In to Office 365 - Student

Teams, OneDrive, Email and other Applications

## What is my district account username?

- Students obtain their username and password from their classroom teacher
- Student password resets are done by their classroom teacher

## What is my email address?

Your email address is composed of your district account username, the “@” sign, and the district domain name: @surreyschools.ca

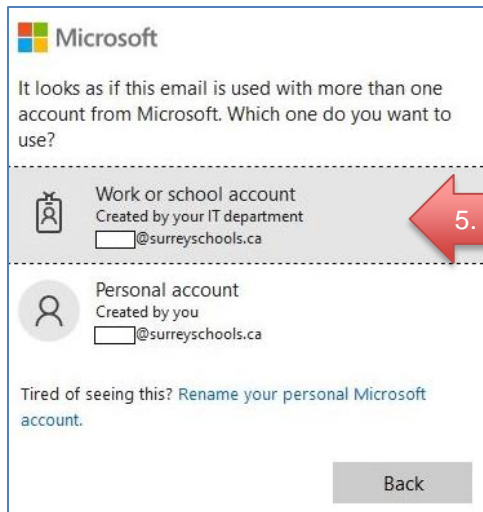
## How to Sign In to Office 365

1. Type

2. Click Sign In

3. Type in your email address

4. Click



Microsoft

It looks as if this email is used with more than one account from Microsoft. Which one do you want to use?

Work or school account  
Created by your IT department  
[redacted]@surreyschools.ca

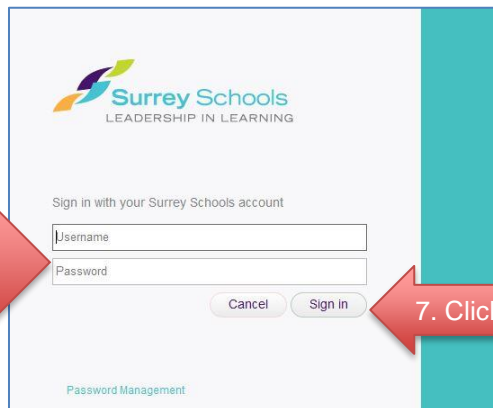
Personal account  
Created by you  
[redacted]@surreyschools.ca


Tired of seeing this? [Rename your personal Microsoft account.](#)

Back

5. Click

6. Type in your Username and password



 **Surrey Schools**  
LEADERSHIP IN LEARNING

Sign in with your Surrey Schools account

Username

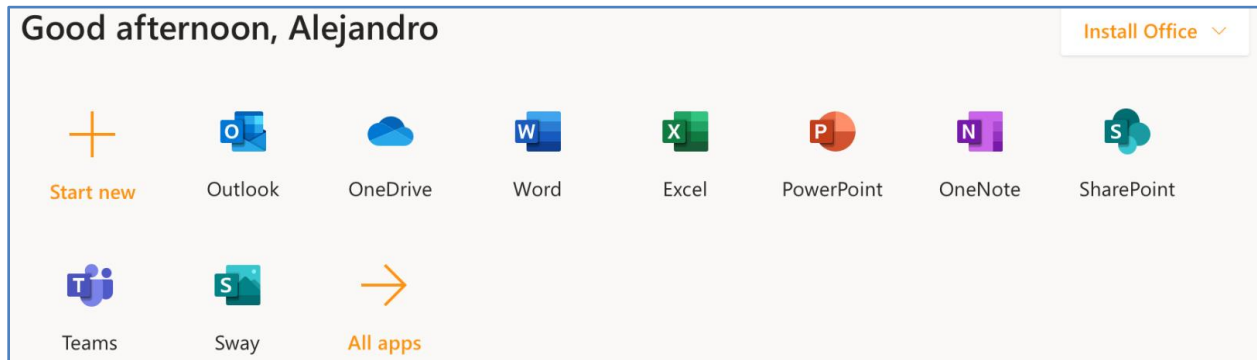
Password

Cancel Sign In

Password Management

7. Click Sign In

Once signed in, click on any **icon** to open application



- [Outlook](#) is an application that is used mainly to send and receive emails. It can also be used to manage various types of personal data including calendar appointments, contacts, and tasks.
  - [Email](#) - 50 GB of storage space included
  - [Calendar](#) - manage your schedule, book meetings, share your calendar with others
  - [Contacts](#) - store your contacts and then access them from any computer or mobile device
  - [Tasks](#) - create daily "to-do" lists and set reminders
- [OneDrive](#) provides 5 TB of cloud storage for your documents. You can create and edit documents using the office online programs or desktop software, collaborate with others to create and edit documents, share your documents with others, and sync your desktop/online files so they are always up-to-date.
- [Word](#) is a graphical word processing program
- [Excel](#) is a spreadsheet that features calculations, graphing tools, and pivot tables.
- PowerPoint is a presentation program that offers users many ways to display information from simple presentations to complex multimedia presentations.
- [OneNote](#) is a computer application that gathers users' notes (handwritten or typed), drawings, screen clippings and audio commentaries.
- [Teams](#) is a chat-based workspace that unifies select Office 365 apps, enabling teams to come together in a shared workspace.
- [Sway](#) provides a way to create and share interactive reports, presentations, personal stories, newsletters, work projects, and more