Using Office 365 to access work at school **AND** home

Steps

1. Go to [www.office.com](http://www.office.com)
2. Sign in using your computer login ID followed by **@nbss.nbed.nb.ca**
3. Enter your normal password
4. Either begin a new Word, Excel, Powerpoint etc file or Click “Upload and Open” (locate and open your file on your U:/ drive).

\*Work complete on the [www.office.com](http://www.office.com) site is automatically saved (NO SAVE BUTTON)

\*\*Remember, you must **ALWAYS** work on your document on the [www.office.com](http://www.office.com) from now on (NOT on your U:/ drive). This will ensure that it is always saved, updated and available everywhere (even on your phone…).

**Share your document with Mr.Hopper after it has been started**

1. Once in your document on office.com click on “File” and “Share” and then “Share with People”
2. Enter [luke.hopper@nbed.nb.ca](mailto:luke.hopper@nbed.nb.ca), click “Search Directory”, click on my name and finally click “Send”

Using Office 365 to access work at school **AND** home

Steps

1. Go to [www.office.com](http://www.office.com)
2. Sign in using your computer login ID followed by **@nbss.nbed.nb.ca**
3. Enter your normal password
4. Either begin a new Word, Excel, Powerpoint etc file or Click “Upload and Open” (locate and open your file on your U:/ drive).

\*Work complete on the [www.office.com](http://www.office.com) site is automatically saved (NO SAVE BUTTON)

\*\*Remember, you must **ALWAYS** work on your document on the [www.office.com](http://www.office.com) from now on (NOT on your U:/ drive). This will ensure that it is always saved, updated and available everywhere (even on your phone…).

**Share your document with Mr.Hopper after it has been started**

1. Once in your document on office.com click on “File” and “Share” and then “Share with People”
2. Enter [luke.hopper@nbed.nb.ca](mailto:luke.hopper@nbed.nb.ca), click “Search Directory”, click on my name and finally click “Send”