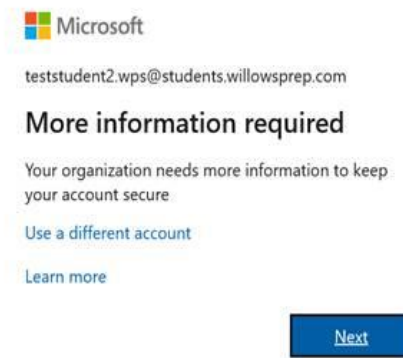


1. Your school email account

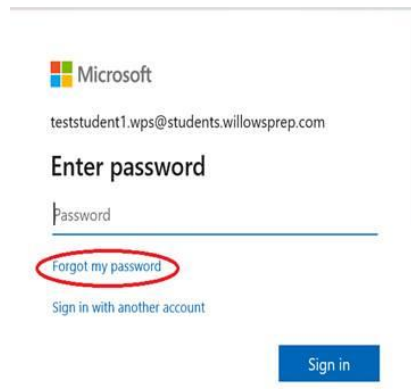
Your student's Microsoft 365 account has been distributed to you by the school. Students will use this to log into computers at school and access classes and resources, including Microsoft 365. Parents should know the password to the student's Microsoft 365 account and will have the ability to reset the password as necessary.

2. Initial email account setup – This can be done from any computer. Need to do this only once

1. Visit <https://www.office.com/> .
2. Click the "Sign in" button and enter your login credentials.
3. The first time you login, you will be prompted to reset the password as well as enter an email and phone number for password recovery. Please use a parent/guardian's email and phone number.

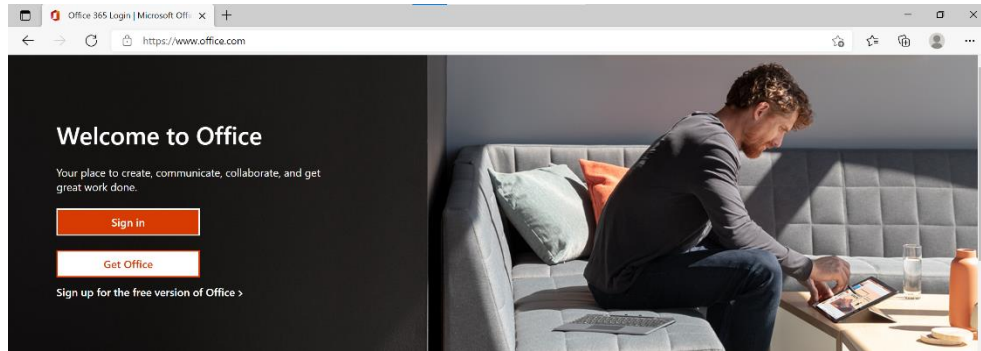


In the event that you forget your password or would like to reset the password, you can go to <https://www.office.com/> from any computer, click "Forgot my password" to go to the password recovery page and enter the recovery phone number and/or email (see below screenshot).

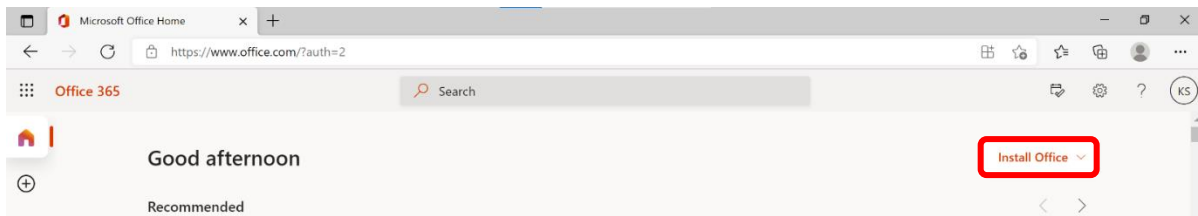


3. Licensed Office applications

Microsoft 365 is without a doubt the most used resource by students and staff. Students are able to download and install the Microsoft 365 apps through their school email for free. First, open www.office.com and sign in with the student's school email address.

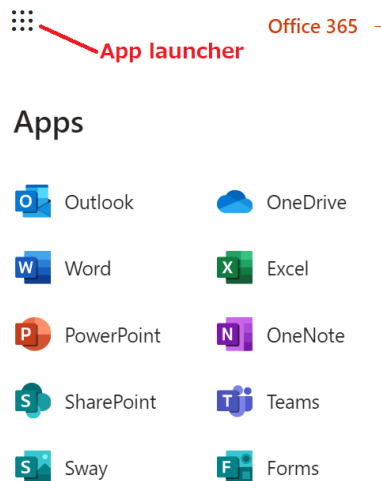


Once signed in, there will be a "Install Office" button towards the top right. Click on the button and select "Microsoft 365 apps". This will download the installer for Microsoft 365. Once the download is completed, open the file and follow the steps to install Microsoft 365.



Once the installation is complete, you will be able to use all of the necessary Microsoft 365 apps.

You can also use browser version of Office apps from this site. Log into <https://www.office.com>, click App launcher icon on the top left corner, and select app icon to launch the application to use.



4. Using Microsoft Teams

Microsoft Teams is used for online meetings, and classes in our schools. Log into <https://teams.microsoft.com> with your school email account, and install the desktop app by selecting “Get the Windows app”.



Any IT questions/requests? Email itinfo@bcacademy.com