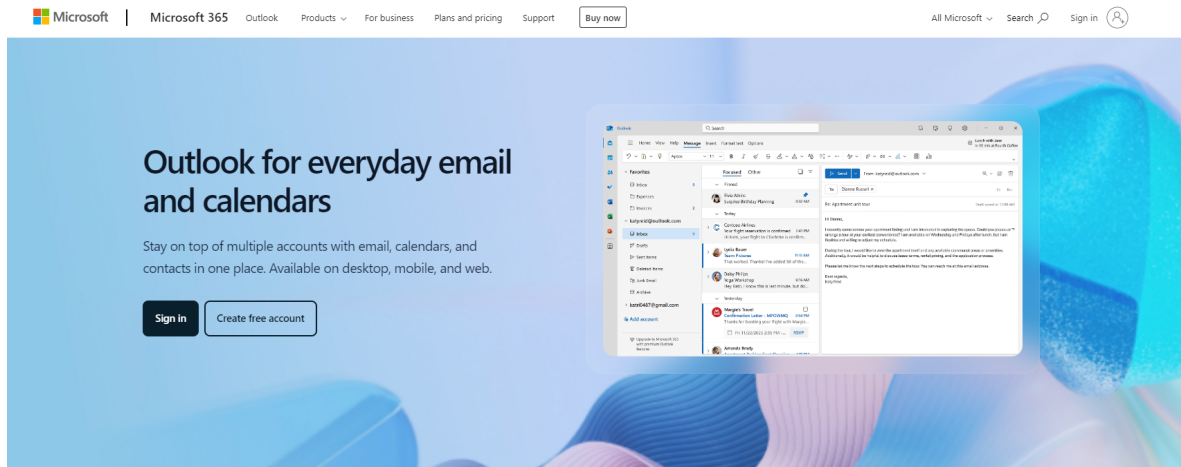


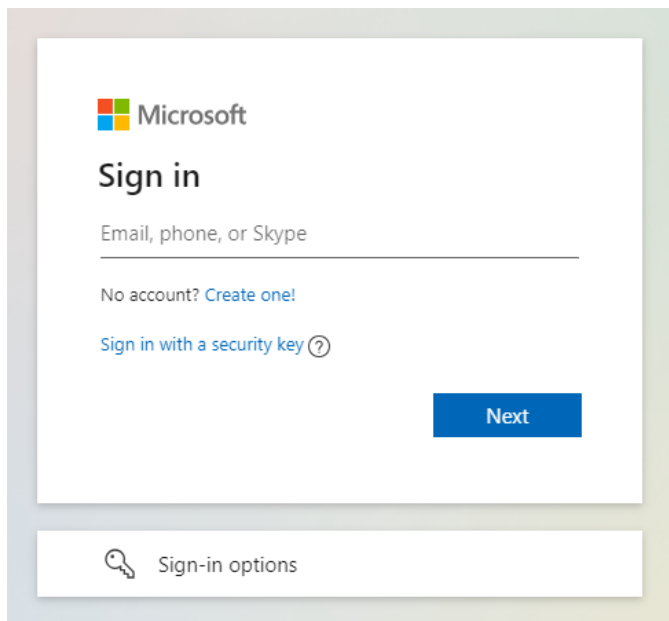
UNBQ Student Email Sign in Instructions

To access your UNBQ Student Outlook email account go to www.outlook.com
(Screen may look slightly different)

(You can also access your student email account by signing into Microsoft 365 by going to www.office.com This will give you access to all the features of Microsoft 365 including Teams, Word, PowerPoint and Excel)

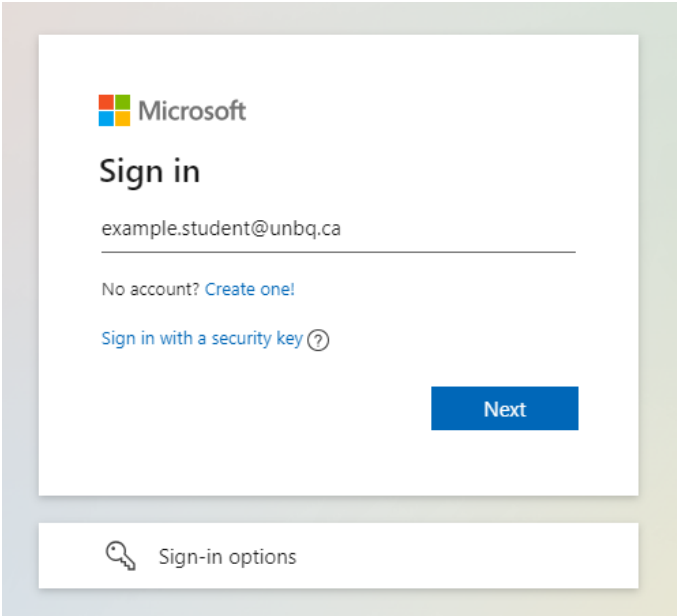


Click on Sign In

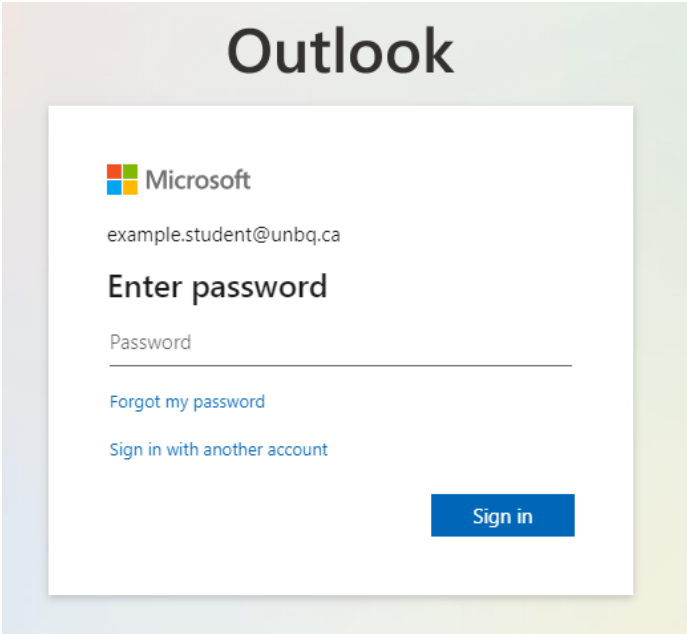


Your Sign In name is your Blue Quills student email
firstname.lastname@unbq.ca

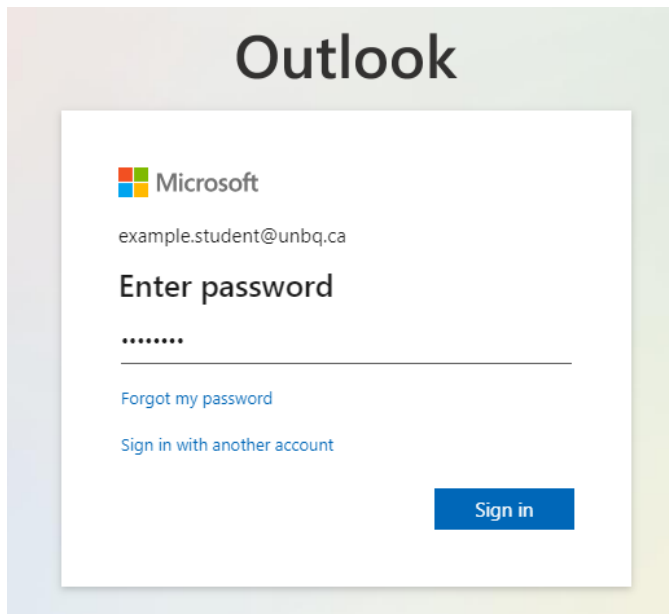
Enter your Blue Quills student email and **click on Next**



You will be prompted to enter your password

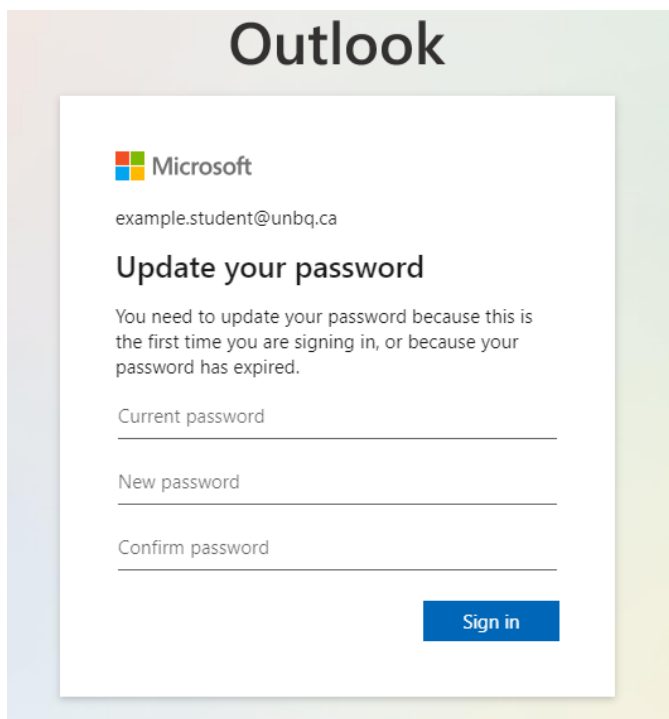


Your password is Earth01\$ Enter the password and **click on Sign In**



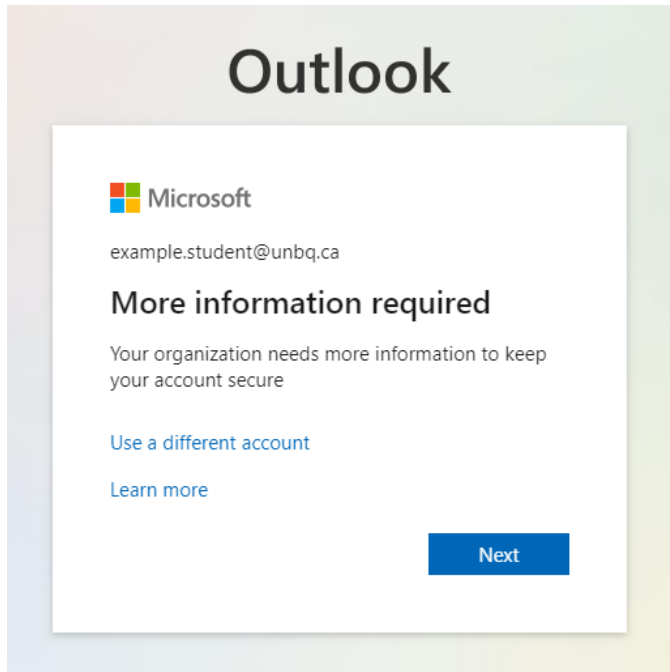
The image shows the Outlook sign-in interface. At the top, the word "Outlook" is displayed in a large, dark font. Below it, the Microsoft logo is visible, followed by the email address "example.student@unbq.ca". The main heading is "Enter password". There is a password input field with a masked password "*****". Below the input field, there are two links: "Forgot my password" and "Sign in with another account". At the bottom right, there is a blue "Sign in" button.

If this is the first time you have signed in you will be prompted to update your password. **Enter your current password Earth01\$**



The image shows the Outlook "Update your password" screen. At the top, the word "Outlook" is displayed in a large, dark font. Below it, the Microsoft logo is visible, followed by the email address "example.student@unbq.ca". The main heading is "Update your password". Below the heading, there is a message: "You need to update your password because this is the first time you are signing in, or because your password has expired." There are three password input fields: "Current password", "New password", and "Confirm password". At the bottom right, there is a blue "Sign in" button.

Then enter the password of your choice. You will need to enter the new password twice. **Click on Sign In**



The information you will provide in this next step allows you to reset your password if needed. **Click on Next**

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Phone

You can prove who you are by answering a call on your phone or texting a code to your phone.

What phone number would you like to use?

Text me a code

Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

Next

[I want to set up a different method](#)

Skip setup

You will need to change from United States to Canada and enter your phone number. You can choose to receive your verification code by text or call.

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Phone

You can prove who you are by answering a call on your phone or texting a code to your phone.

What phone number would you like to use?

Text me a code

Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

Next

[I want to set up a different method](#)

Skip setup

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Phone

We just sent a 6 digit code to +1 7806141209. Enter the code below.

257684

[Resend code](#)


[I want to set up a different method](#) Skip setup

Enter the verification code you receive and click on Next. You will see the message below if successful

Keep your account secure

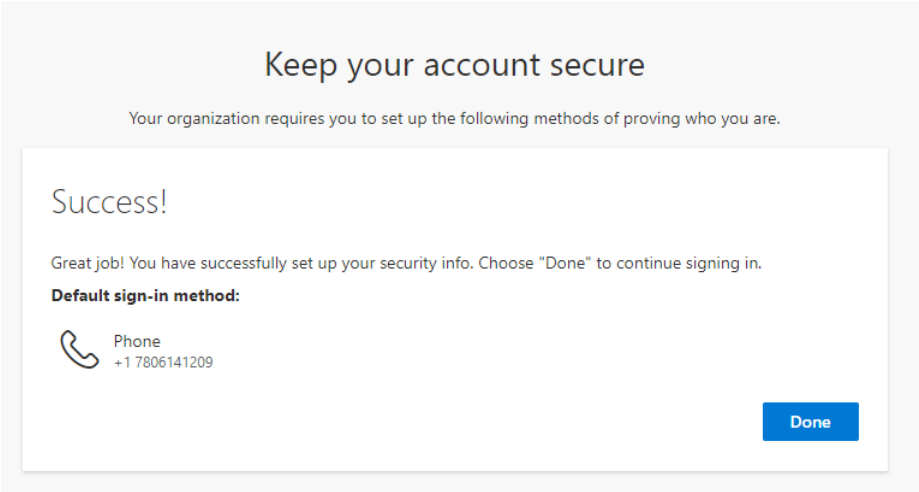
Your organization requires you to set up the following methods of proving who you are.

Phone

 SMS verified. Your phone was registered successfully.

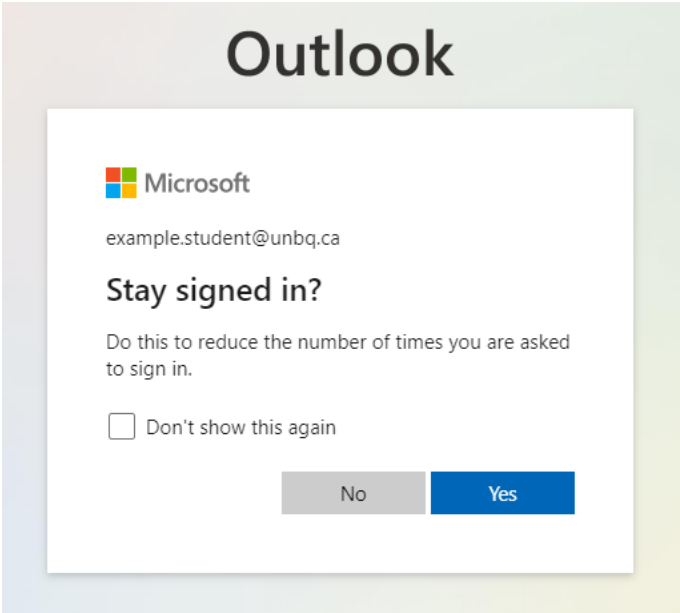
Skip setup

Click on next, you have registered your phone.

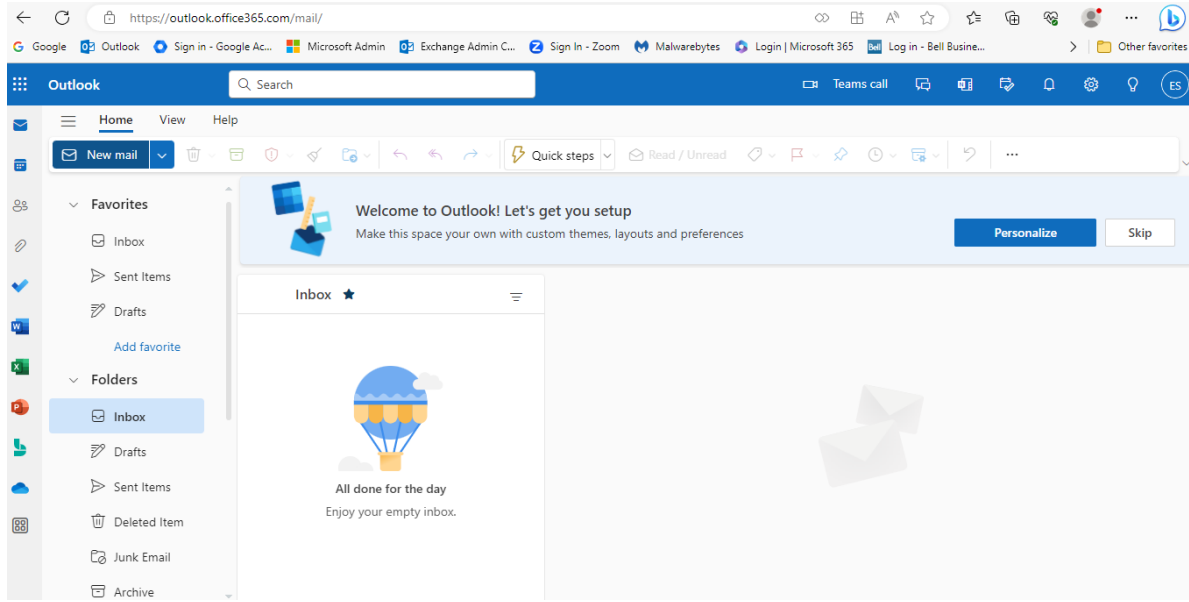


You have completed the verification process. Click on Done

You will be asked if you wish to stay signed in. If you are using your personal computer it is okay to stay signed in. **If you are using a computer at Blue Quills please do not stay signed in.**



You have now signed into Outlook



If this is a shared computer you will want to sign out when you are finished. **Click on the circle with your initials in the upper right corner to sign out. This is also necessary if you have your own personal Outlook account on your computer.**