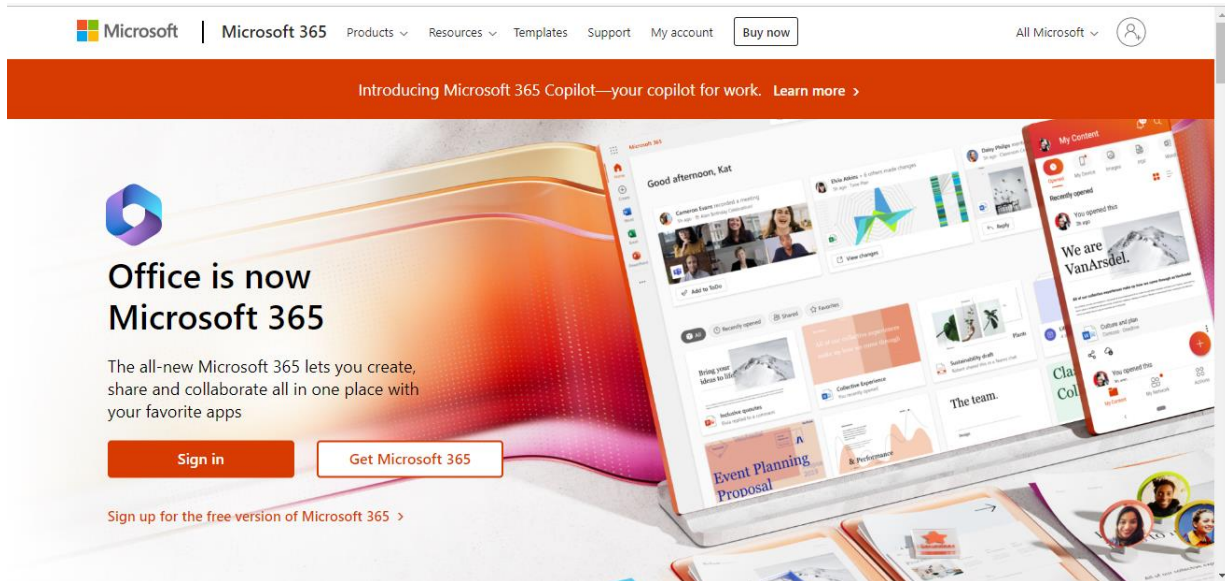
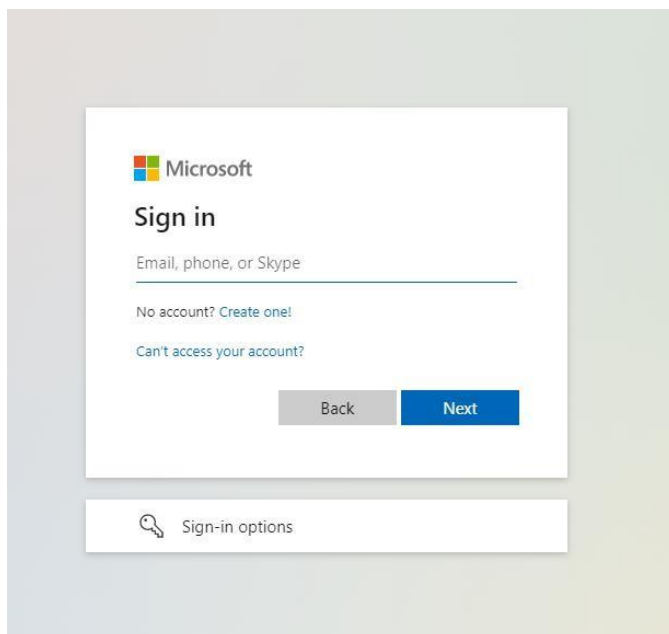


Office 365 Sign in Instructions

To access your Office 365 account go to www.office.com

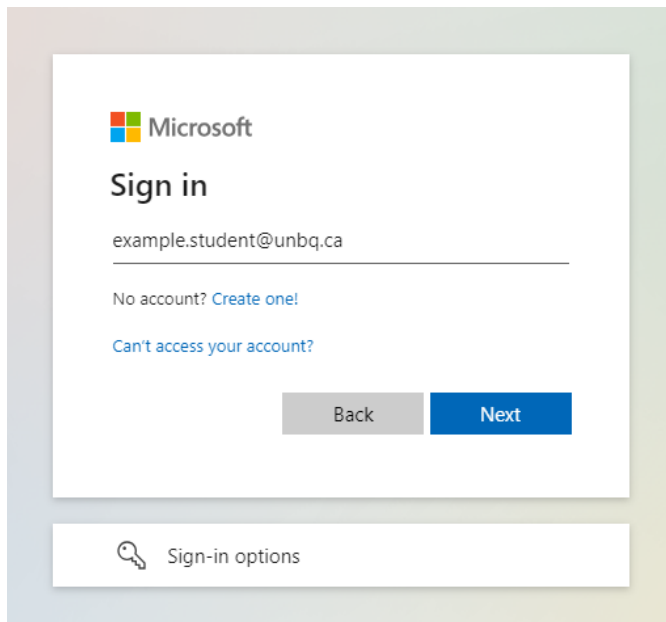


Click on Sign In



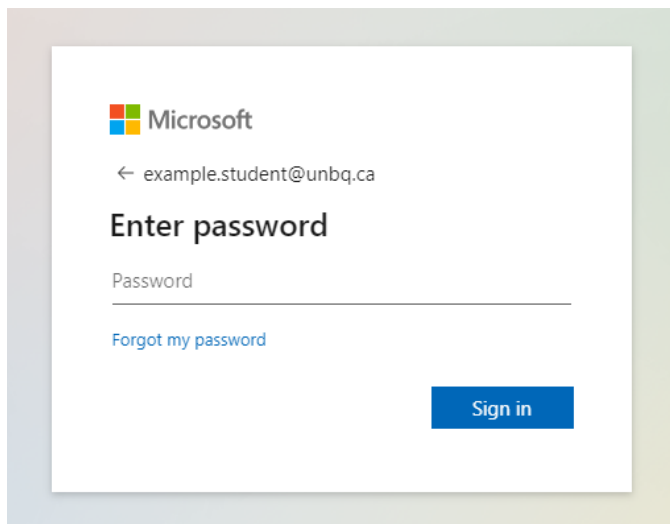
Your Sign In name is your Blue Quills student email
firstname.lastname@unbq.ca

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



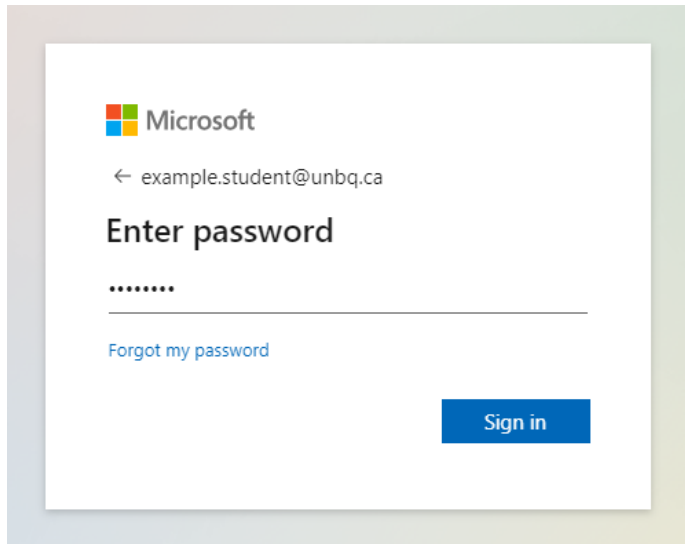
The image shows a Microsoft sign-in page. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. A text input field contains the email address "example.student@unbq.ca". Below the input field are two links: "No account? Create one!" and "Can't access your account?". At the bottom of the main content area are two buttons: a grey "Back" button and a blue "Next" button. Below the main content area is a white box with a magnifying glass icon and the text "Sign-in options".

You will be prompted to enter your password



The image shows a Microsoft "Enter password" screen. At the top left is the Microsoft logo. Below it, the text "Enter password" is displayed. Above the password input field is a back arrow and the email address "example.student@unbq.ca". The text "Password" is displayed above the input field. Below the input field is a link: "Forgot my password". At the bottom right of the main content area is a blue "Sign in" button.

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



Microsoft

← example.student@unbq.ca

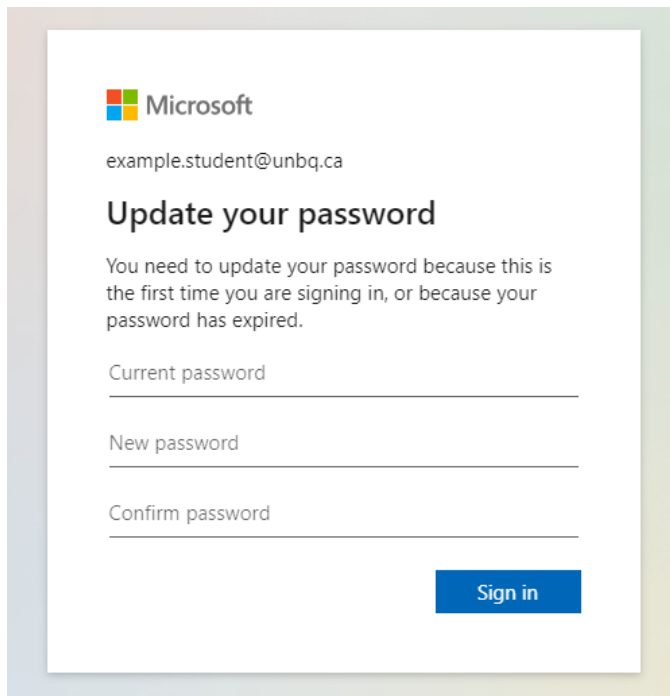
Enter password

.....

[Forgot my password](#)

[Sign in](#)

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



Microsoft

example.student@unbq.ca

Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

Current password

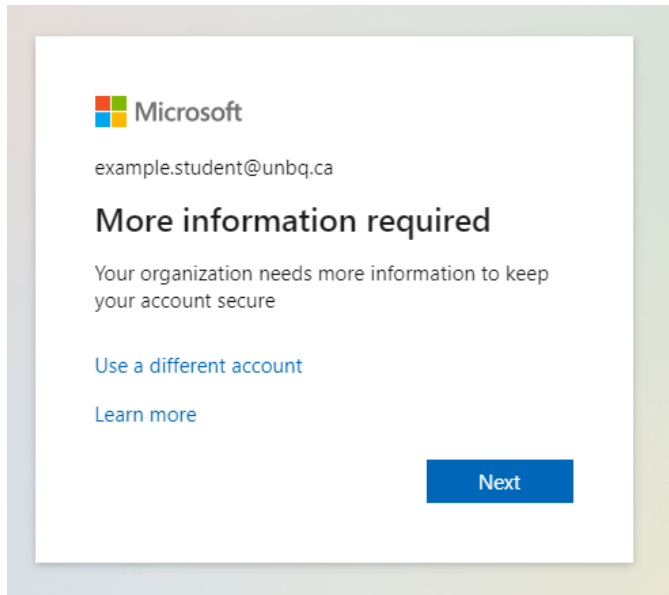
New password

Confirm password

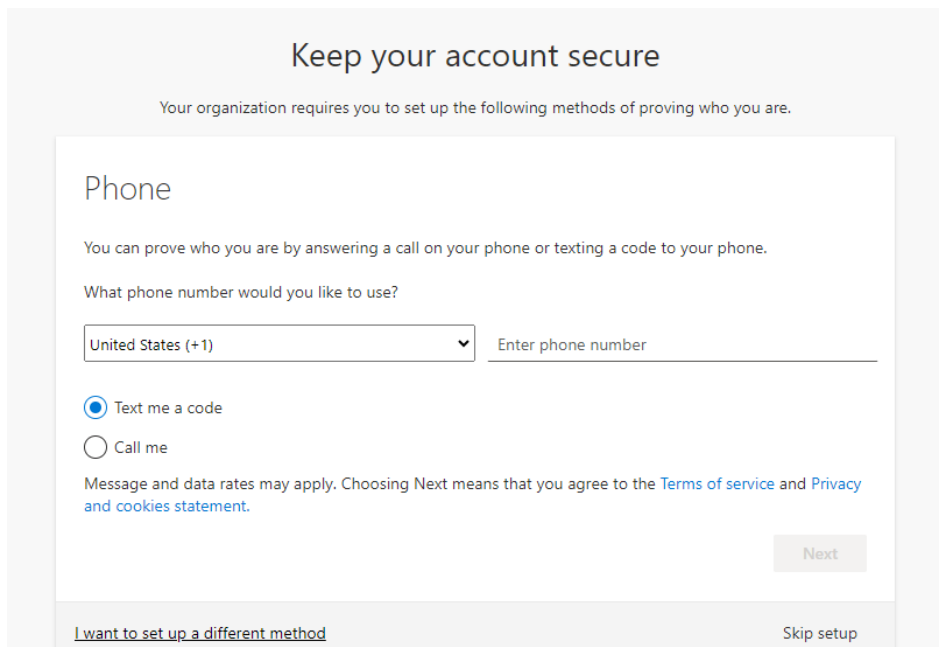
[Sign in](#)

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

You will then see the screen below: **More information required**



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



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?

Canada (+1) 7806141209

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](#)

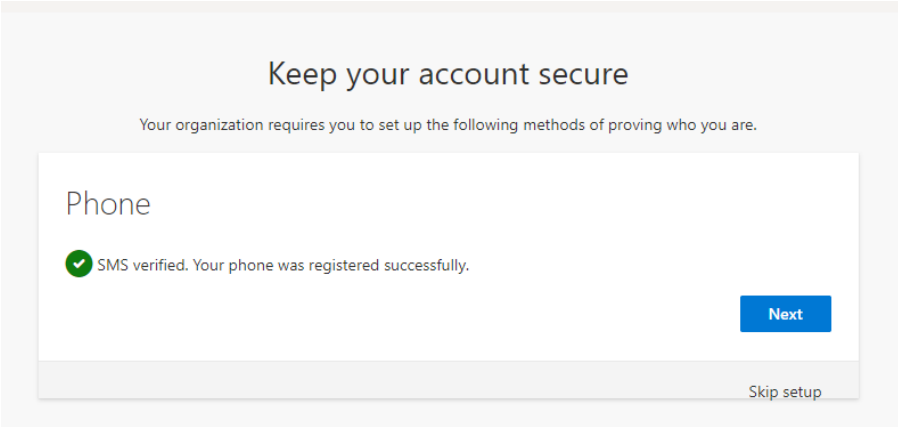
Back

Next

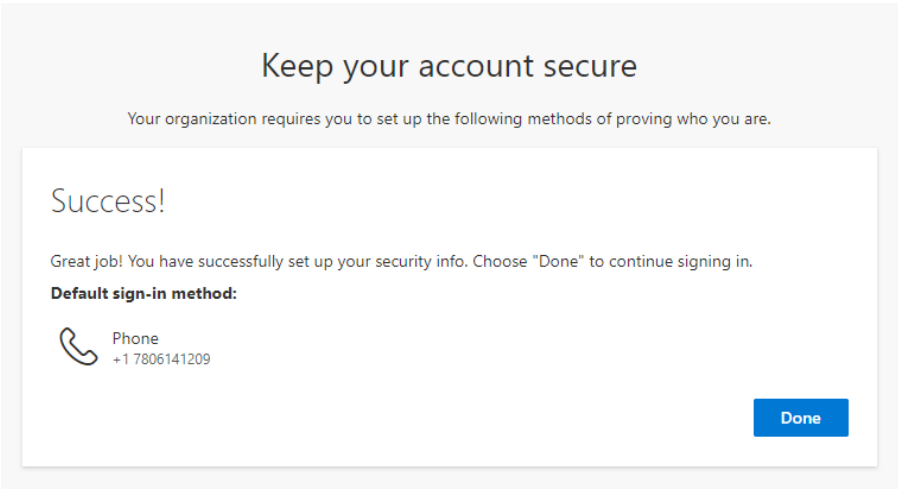
[I want to set up a different method](#)

Skip setup

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

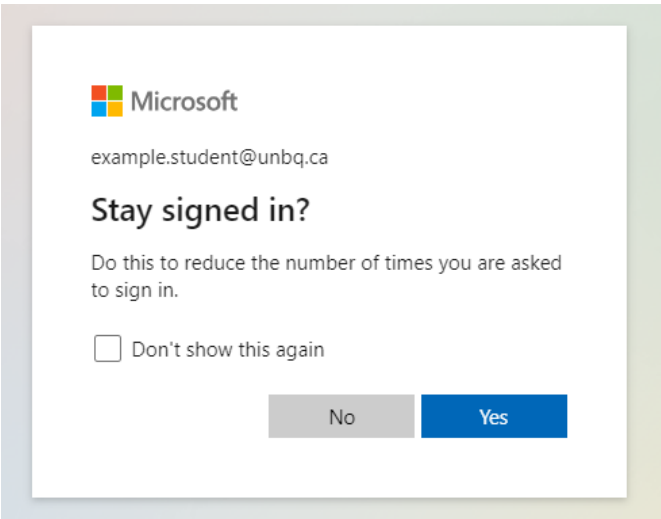


Click on next, you have registered your phone.



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 Office 365

This version of Office 365 allows you to Install Office (Word, PowerPoint, Excel, etc.) to your computer. This allows you to work directly on your computer without having to be connected to the Internet. To install Office on your computer **click on the Install Office button and select Office 365 apps.**

Please do not do this on any computers at Blue Quills! This step is to be done on your personal computer only!

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 Office 365 account on your computer.**

Your BQ Student Email is in Outlook. To access your email, once you have signed into office.com, click on the Outlook icon on the left of the screen.

