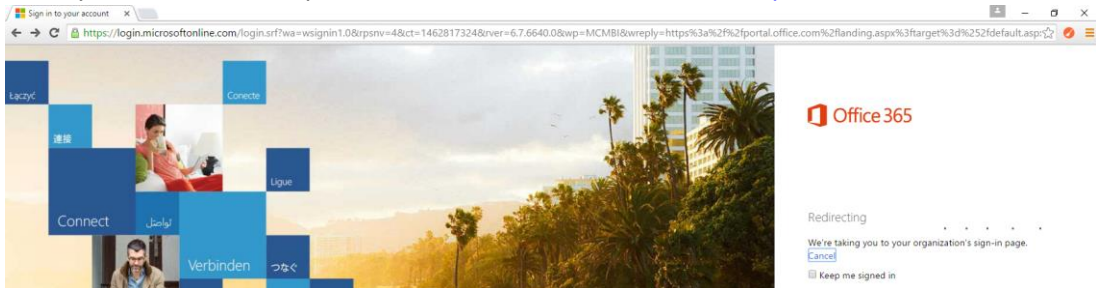


OFFICE 365

1. Visit <http://portal.office.com/> or choose the Office 365 icon in the [ALL STAFF PORTAL](#)



2. Enter your email NSID@spiritsd.ca to access the site ex: f123@spiritsd.ca



3. Press the tab key to move to the password field and the system will do a lookup on your username and forward to the page below
4. Enter your email password and press the Enter key.



5. All of your files, email, calendar, contacts and apps are here. You can edit, create and share content with colleagues, students, parents and external contacts. Login securely from any device at home or school but always remember to keep a unique, complex password and to logoff before you step away.



Common Office 365 Tasks

- [Sharing file and folders](#)
- [Using the Apps](#)
- [Quick Start Guides](#)