

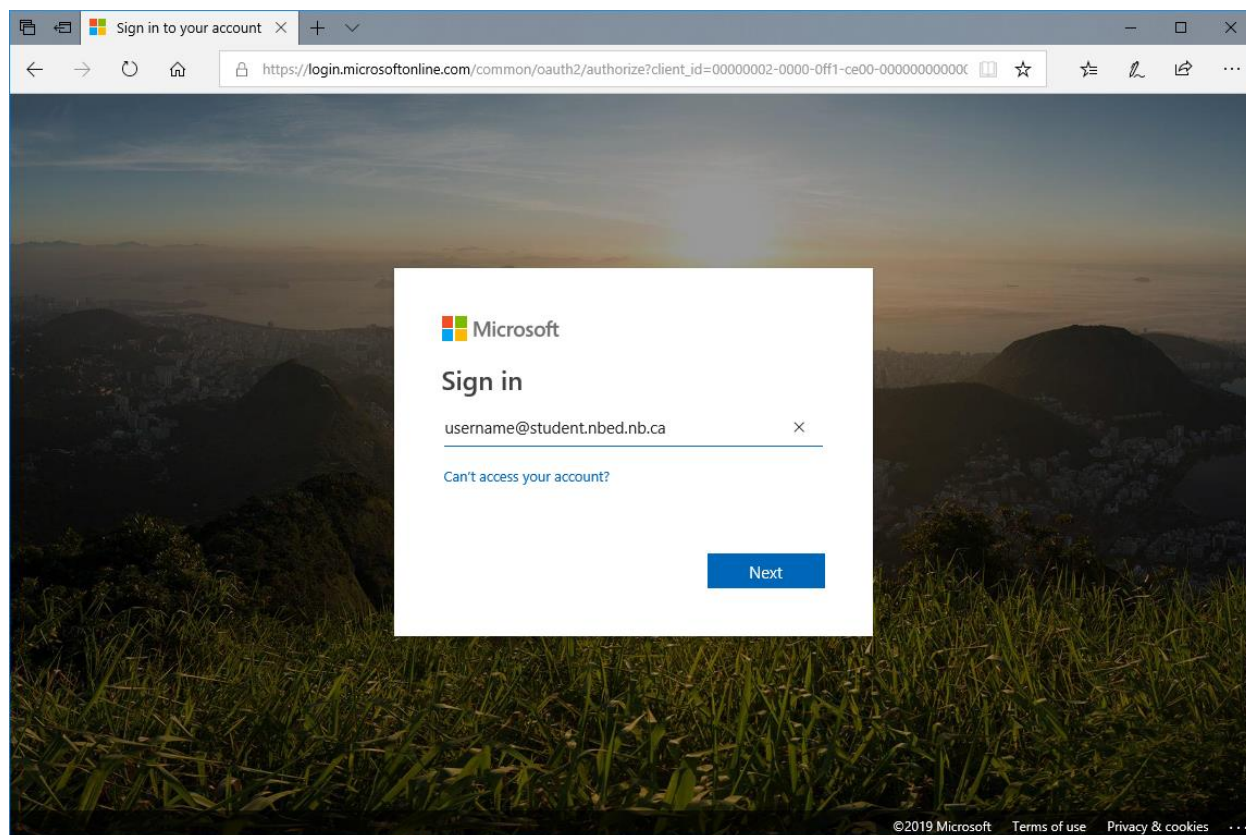


## NBSS Student Email for Anglophone School District North

*Document by: Kevin Legacy*

*\*Note\* Due to compatibility issues, using Chrome browser for email is NOT recommended. We recommend you use either Internet Explorer or Microsoft Edge for to access your student email.*

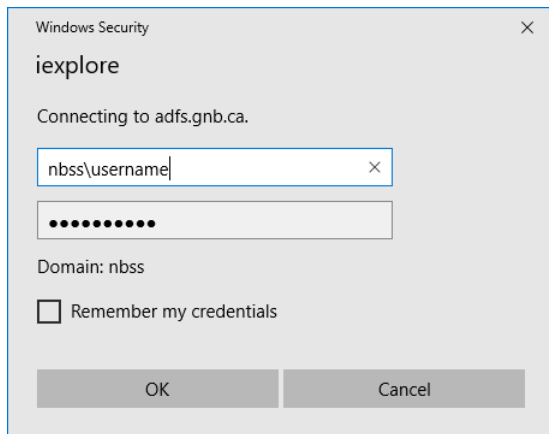
To access your student email, go to the following address: **outlook.office.com**



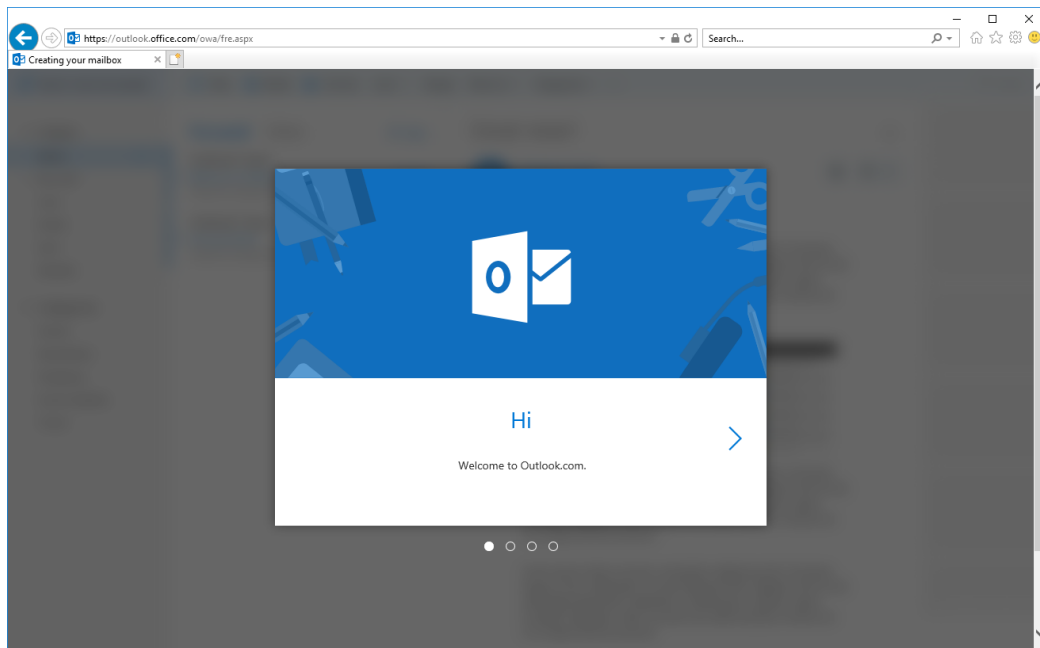
You will then need to enter your student email and then click Next.

You will then need to enter your password (passwords are not to be shared, and are case sensitive) and click Next.

You should then be prompted for your student login credentials.

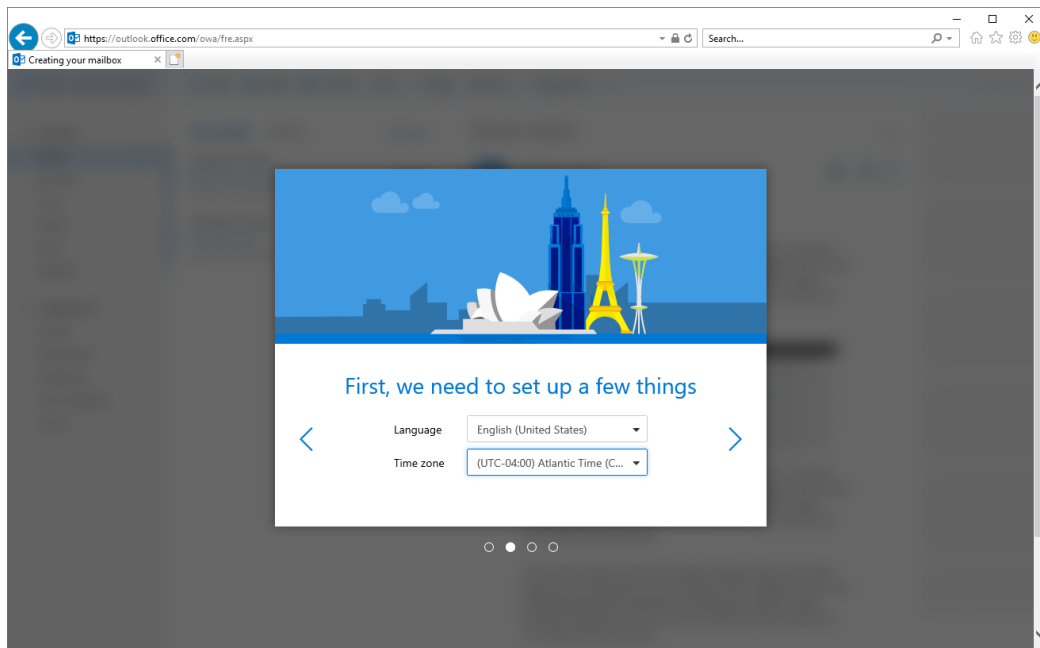


Once you enter this you should have access to your email. If this is the first time you have accessed it, you will need to do a bit of quick setup.

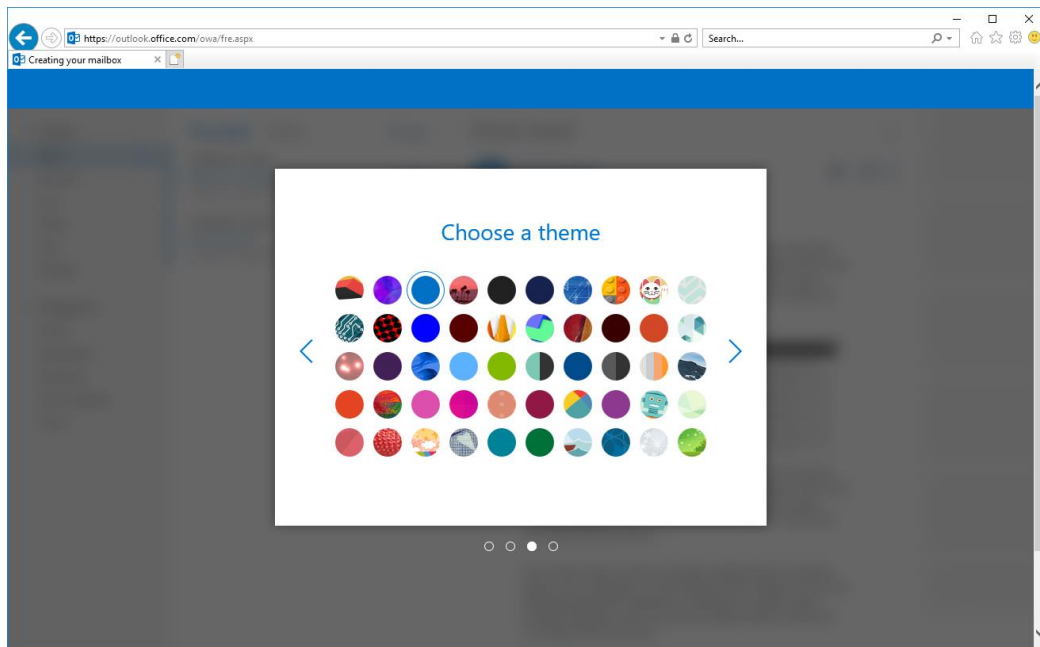


Click the right arrow to advance through these options.

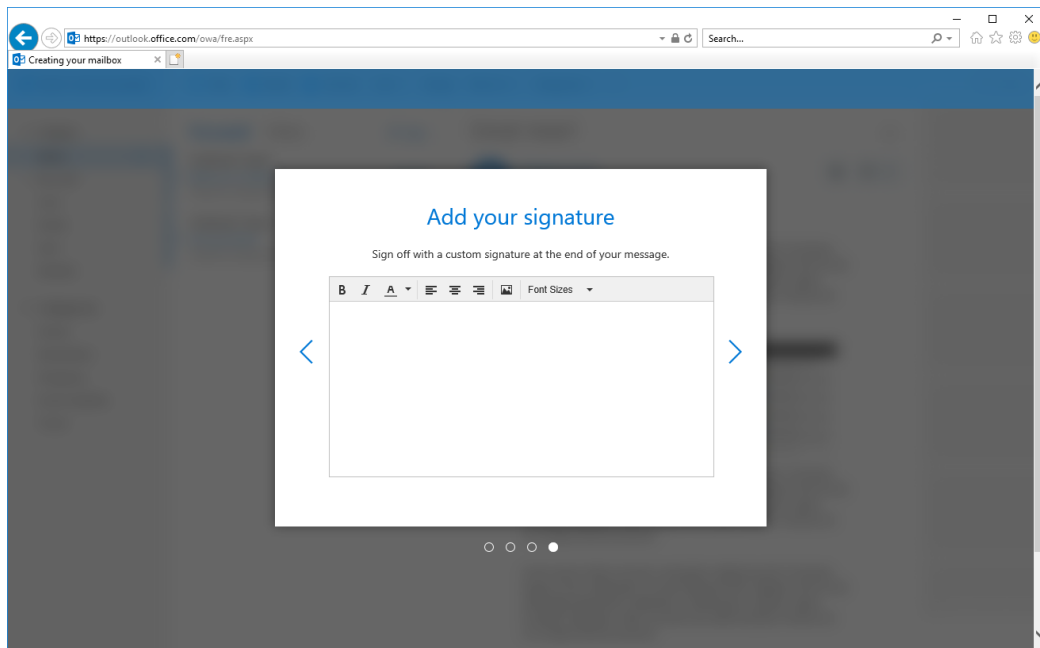
Select your Time Zone from the list.



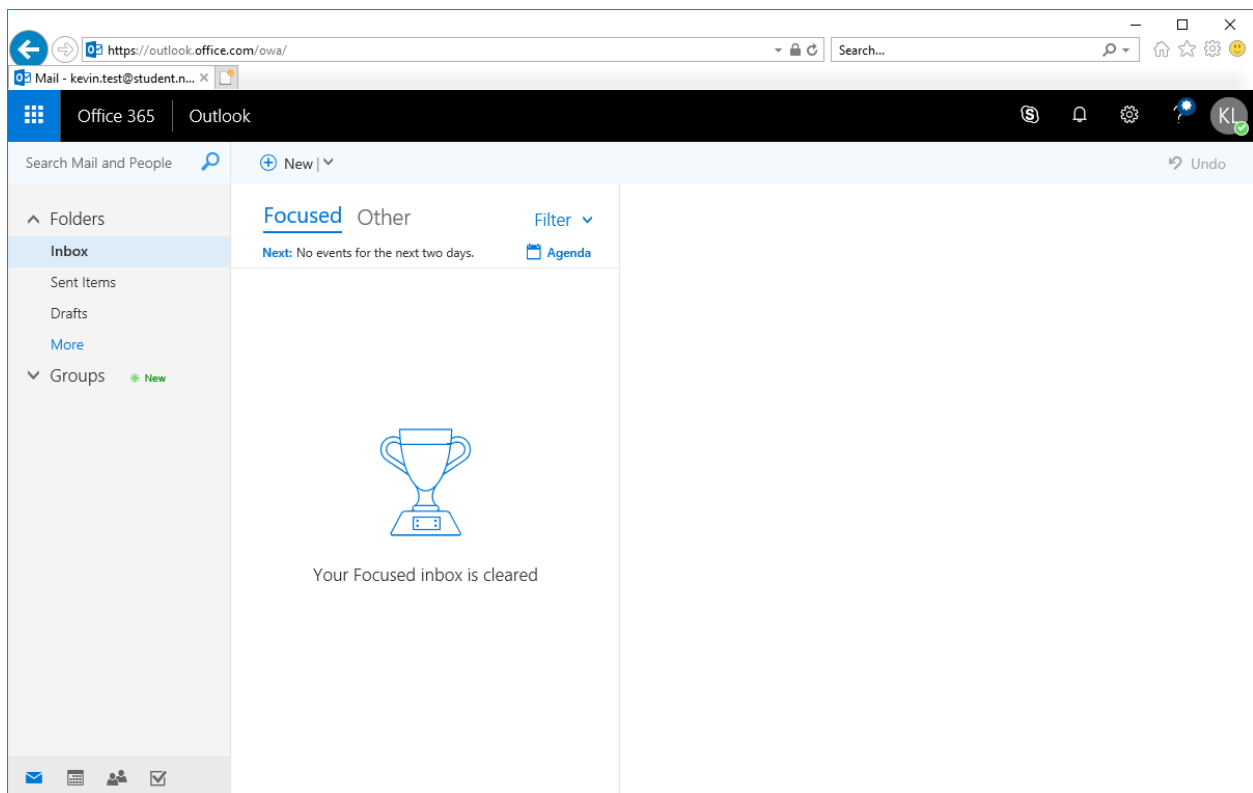
Choose a theme for the look of your new email.



You can add a signature to your email which will show up at the end of each one you send.



You are all set to get familiar with your student email account.



**NOTE:** Always make sure to log out of your email and log off the computer you are using. This is for the security of your account. Also never lock the computer you are working on, as others will need to use it after you.