

Office 365 Outlook: Web Users Quick Start

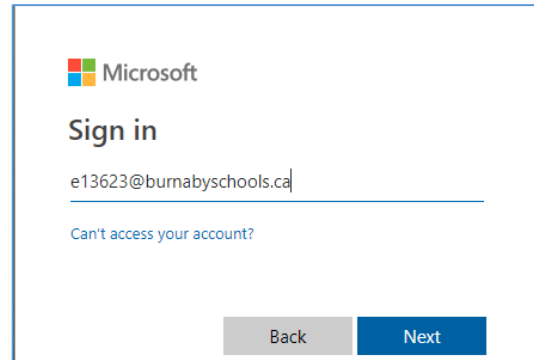
1. URL = <https://outlook.com/burnabyschools.ca>

This address appears on our district website Staff page and is noted by the link titled: **Office 365 Outlook**

2. Enter your email address in the following format: **eid@burnabyschools.ca**
(e13623@burnabyschools.ca for example)

3. Click Next

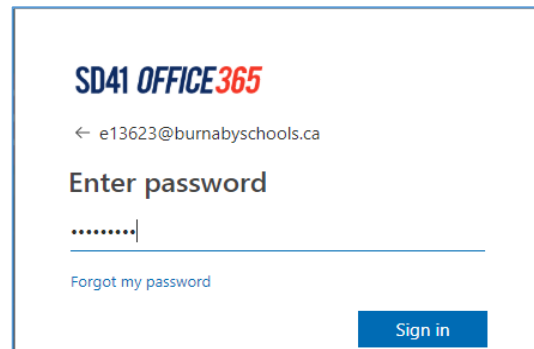
NOTE: The 'can't access your account' link is currently inactive.



The screenshot shows the 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 "e13623@burnabyschools.ca". Below the input field is a link that says "Can't access your account?". At the bottom right, there are two buttons: a grey "Back" button and a blue "Next" button.

4. Enter your Email password

5. Click Sign In

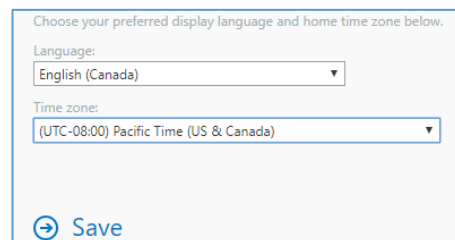


The screenshot shows the password entry screen for SD41 OFFICE365. At the top, the logo "SD41 OFFICE365" is displayed. Below it, the email address "e13623@burnabyschools.ca" is shown with a back arrow. The main heading is "Enter password". Below this is a password input field with masked characters ".....". Below the input field is a link that says "Forgot my password". At the bottom right, there is a blue "Sign in" button.

6. Choose your preferred Language and Time Zone

- a. English (Canada)
- b. Pacific Time (US & Canada)

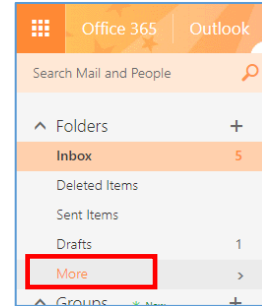
7. Click Save



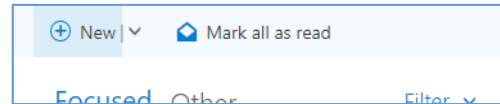
The screenshot shows a settings screen titled "Choose your preferred display language and home time zone below." There are two dropdown menus. The first is labeled "Language:" and has "English (Canada)" selected. The second is labeled "Time zone:" and has "(UTC-08:00) Pacific Time (US & Canada)" selected. At the bottom left, there is a blue "Save" button with a circular arrow icon.

Continued Next Page...

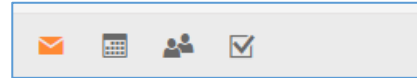
8. By default, the application displays your 'favourite' folders. To display all your email folders click on the 'More' link and the list will expand.



9. To send a new Email or create a new Calendar item click on the 'New' icon which is at the top of the navigation pane.



10. Your Outlook Calendar, Contacts, and Tasks can all be accessed via the toolbar located at the bottom of the navigation window (bottom left of the screen).



11. To log out:

- Click on your Initials which are located in the upper right of the screen
- Choose the Sign Out option from the menu.
- Close the browser once logged out to ensure subsequent users of the computer are not able to access your outlook content.



12. Account settings are accessed by clicking on your Initials in the upper right corner or by clicking on the 'Gear' icon, which is next to application help.

