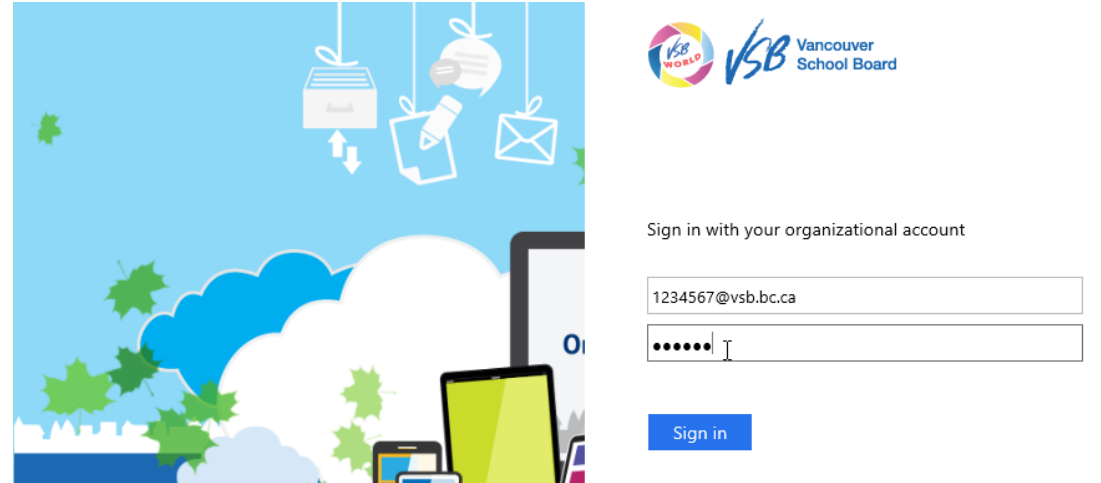
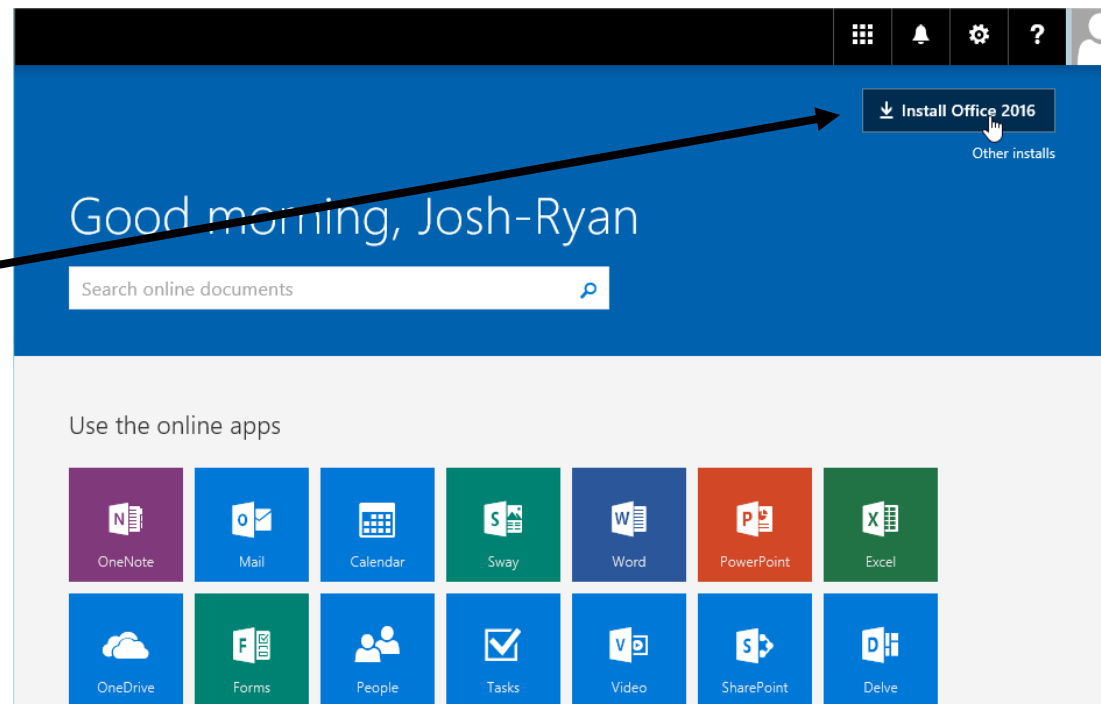


## OFFICE 365 –EMAIL SETUP

- Go to <http://govsb.ca/o365login>.
- Login (first and every time) using student#@vsb.bc.ca and your VSB password. (ex: 1234567@vsb.bc.ca)
- Note: any teacher can change your password for you, using “Teacher Tools” on their desktop

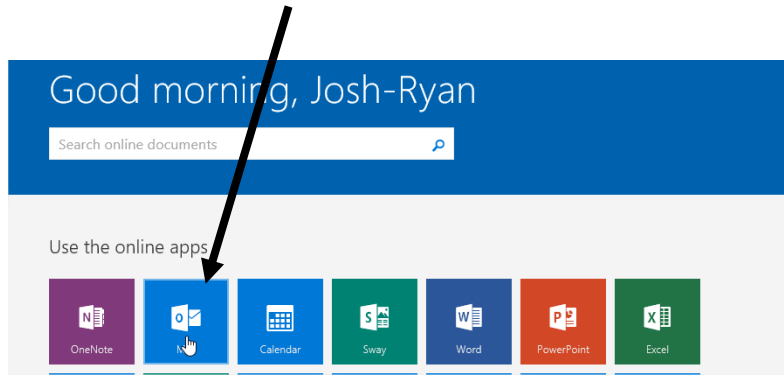


- You can download and install up to 5 copies of Microsoft Office applications software on home/personal computers (Windows and Mac).
- You can also install the Office apps on up to 5 personal mobile (iPad, iPhone, Android, Windows Phone) devices.

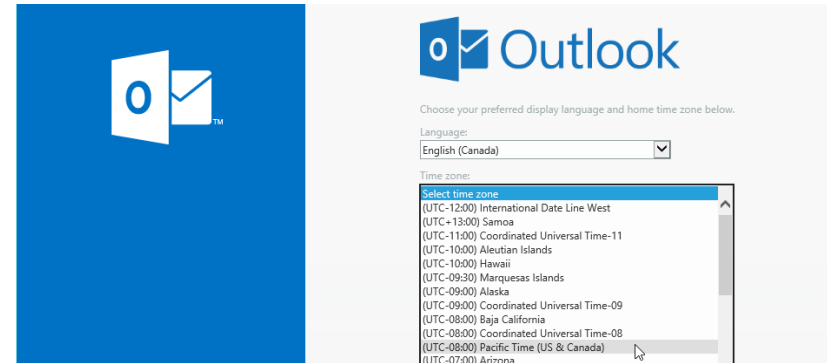


# OFFICE 365 –EMAIL SETUP

**Step 1** Click on “Mail” to use your email address:



**Step 2** Set up your language and time zone (PST):



**Step 3**

- To send an email, click “New”
- Your email address should be your first name plus the first initial of your last name plus the last 4-digits of your student ID. (For example, Sarah Brown - #332597 - would have the email [sarahb2597@learn.vsb.bc.ca](mailto:sarahb2597@learn.vsb.bc.ca))
- If the email address is already in use, the last 5-digits of your student # will be used (For example: [sarahb32597@learn.vsb.bc.ca](mailto:sarahb32597@learn.vsb.bc.ca))
- To check your email address, send a friend an email!

