



# Office 365 Sign In



## Grades K-5 Students

All students in Langley school district have access to an Office 365 account which gives them online storage and access to the Microsoft Suite (Includes Word, PowerPoint etc.) They can use these programs and access their work anywhere on any device if there is an internet connection.

which you can find on myEdBC



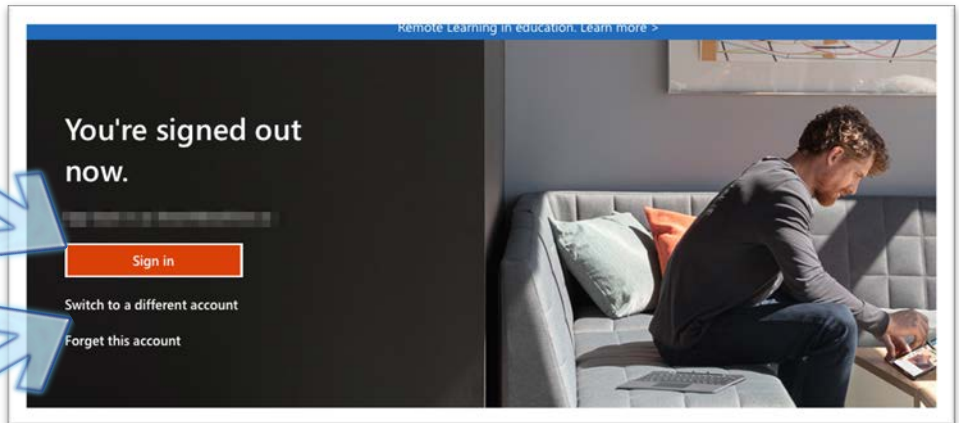
Your child's login ID is their:

first initial and last name with the last four digits of their pupil number@ langleyschools.ca

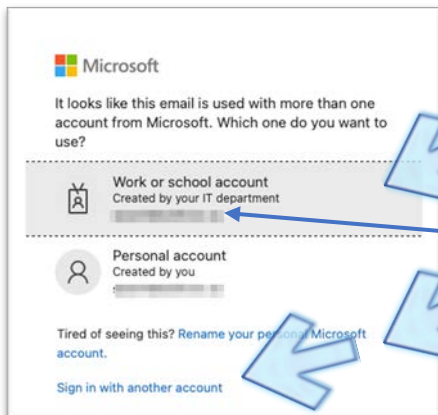
Ex. Harry Potter with Pupil # 2151234 would be [hpotter1234@langleyschools.ca](mailto:hpotter1234@langleyschools.ca)

Logging In:

Once your child knows their login ID, they will need to go to [portal.office.com](https://portal.office.com) where they will **Sign in**.

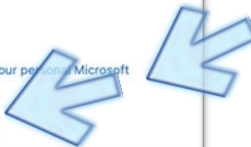


If another family member uses Office 365, you may need to click on this first



Students should select **Work or school account**.

If there is an email address already showing underneath, they should select **Sign in with another account**.

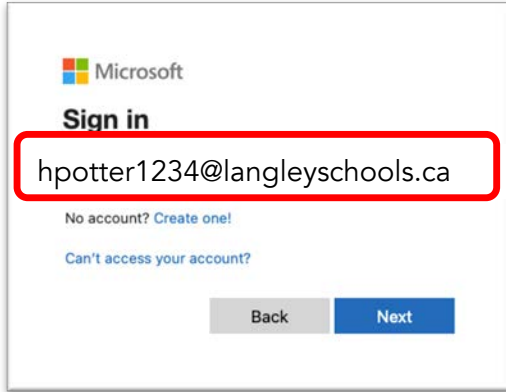




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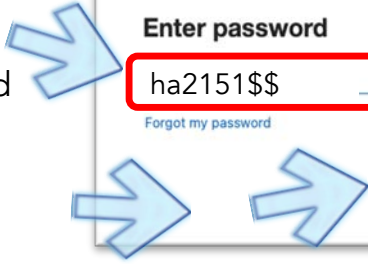
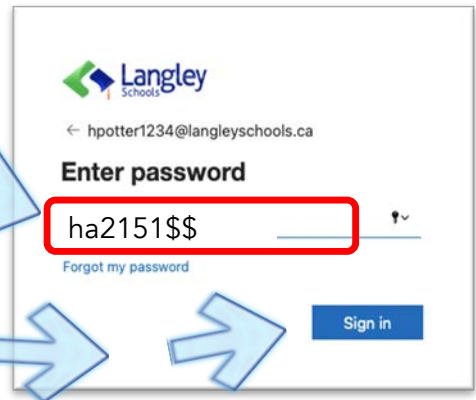
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- Enter your email address here
- Click **Next**

- Enter your password  
Your child's teacher will have provided your child with their password

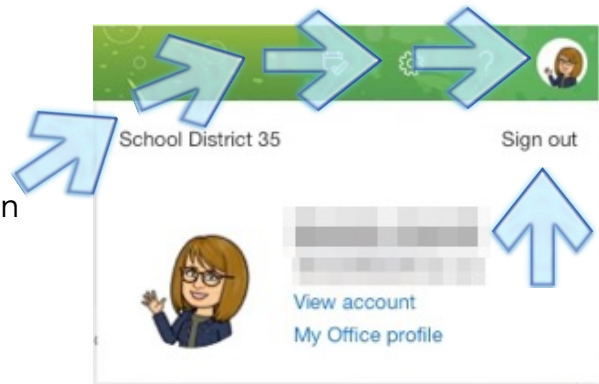
- Click **Sign in**



Once you/your child has logged in, ensure it says **"Good morning/afternoon... and your child's name"** – this will ensure that your child's work will be saved to the correct account. This is important to check on shared devices.

### To Sign out

- Click the profile circle in the top right corner
- Click **Sign out**



Using their Office 365 sign in, your child can access the [Student Help OneNote](#) which contains helpful how-to resources.