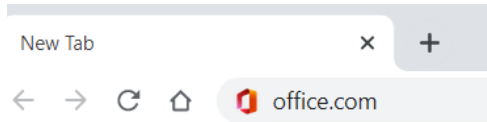
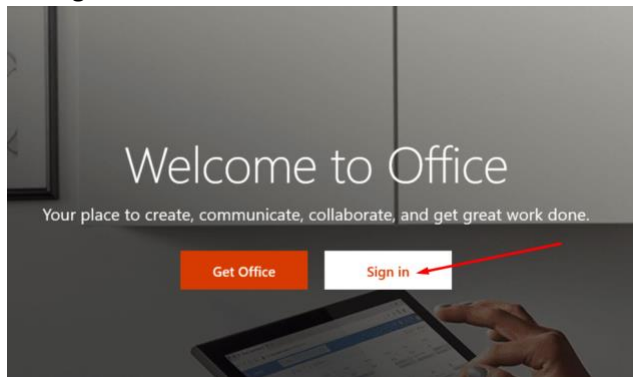


How to access your student's Microsoft Office Products

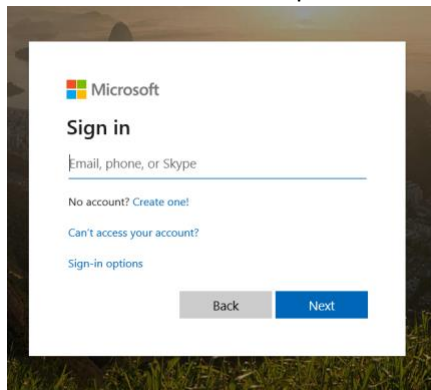
1. Open up a web browser (Google Chrome, Microsoft Edge, Firefox, etc).
2. Type office.com into the address bar.



3. Once the office.com page is open, you will get a screen that looks similar to this image. Click on the sign in button.

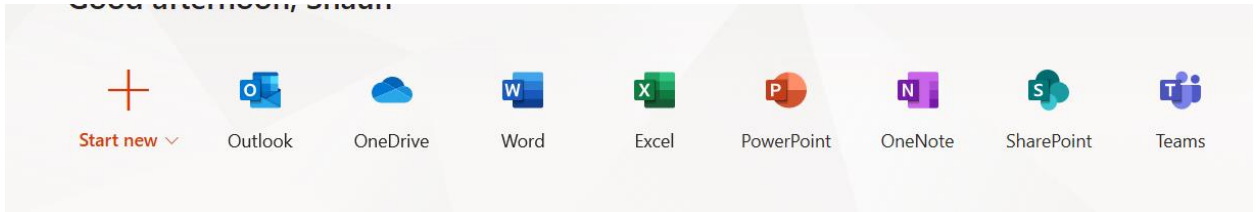


4. A new window will be opened. It will look like this.

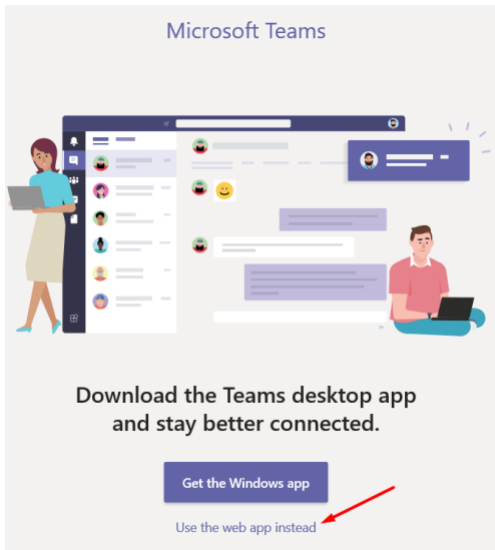


5. This is where you will enter your child's email address which is:
firstname.lastname@fbcswa.org (example: sally.smith@fbcswa.org)
Then click the next button.
6. This will bring up a window to enter a password. Your child's password is:
FBCS19#!
Then click the next button.

- This will open your child's Microsoft 365 account portal. Here they can access their One Drive (online file storage), Word, PowerPoint, Teams, etc.
 - If you get a message in your internet browser (Chrome, Edge, Firefox, etc.) stating that it "is not supported," please try another browser.



- When you click on one of the icons shown above, it may ask if you want to "get the Windows app" or use the "Web app instead." Click on "use the Web app instead"
 - Some iOS devices (iPads and iPhones) may not always function properly without the apps. These apps can be added to your device for free from the Apple Store.



Useful Information:

Your child can only email teachers or students in our school, their email account will not send or receive emails outside of our school family.

Most upper elementary classes utilize Teams to assign online work and quizzes.

Documents that students are working on at school on their school assigned computer are automatically saved to their One Drive. All documents can be worked on at home and they will be able to continue to save their work from home.