Getting ready for Microsoft: You have a new abbyschools.ca email! (Jan. 20, 2023)

Your teachers may not be using TEAMS get, but this email address will be needed for 2023 and it needs to be updated now.
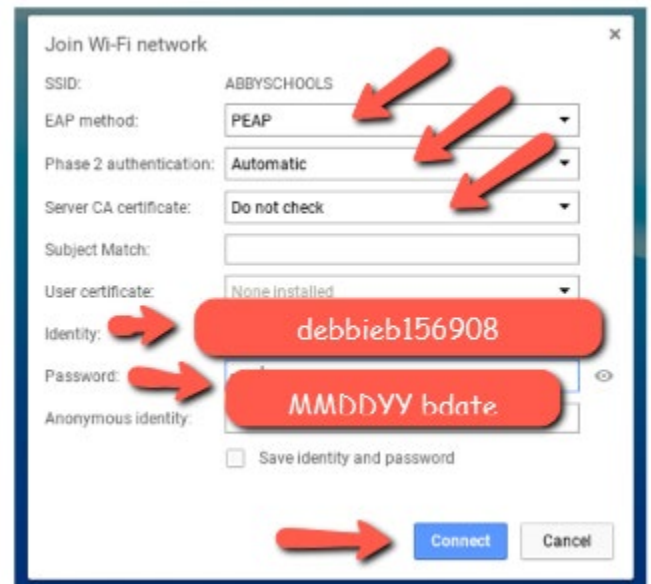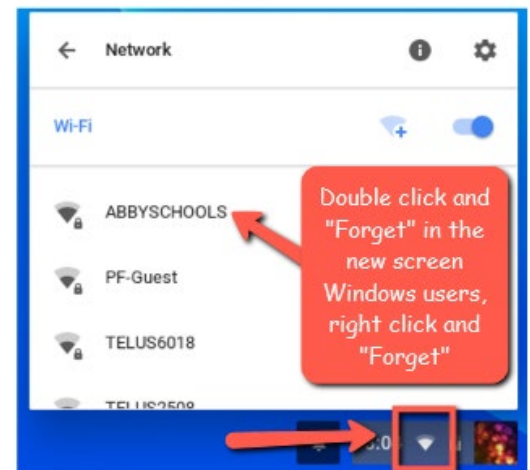
Please follow these steps -

1. **School Chromebooks:**
   a. Sign into Chromebook with learn34.com as normal
   b. Go to office.com in a new window
   c. Sign in with username (MaryN259867@abbyschools.ca)
   d. Use birthdate as password MMDDYY If my bday is Nov 4, 2009 … 110409 will be my password
   e. To access Google Classroom or Drive, just open a new window and find the Drive Waffle

2. **BYOD (follow these steps exactly)**
   a. Turn off the Chromebook if it is already in use
   b. Open the lid
   c. Look in the lower RIGHT corner to find the network (Abbyschools – NOT the guest one). Click on "AbbySchools" to open it. (Windows devices, right click to "forget")
   d. Click on **"FORGET"** this network (don't skip this step)
   e. Now, close the lid
   f. Open up again and choose the network settings in the lower right corner again.
   g. Choose "Abby Schools" Some setting selections will open up now:
      i. Change "LEAP" to "PEAP"
      ii. Select Automatic
      iii. Select "Do Not Check"
      iv. Beside "Identity" type in your entire first Name, Last initial and the 6 digits. This works in most cases. If that doesn't work, use the @abbyschools.ca ending
      v. In Password, type in your birthday in MMDDYY format (March 26, 2008 = 032608)
      vi. Connect
   o Some students MAY be asked to log in at this point: use the learn34.com email sign in.
   h. Choose the Chrome Browser icon

Important: Continue to use your learn34 credentials for signing in to your chromebook after this initial work.
Record your new abbyschools email in a safe location – planner, back of binder, etc. You will use this for M365.
You can also use your abbyschools email to sign into express.adobe.com

   i. Navigate to TEAMS (if needed):
   j. Type in office.com

k. Type in your new abbyschools.ca email and password (same as above) and say "YES" to remember. (blue button)
l. Now you will see the office suite of tools. Choose the TEAMS menu from the left side bar to confirm that it is working.

Important: Continue to use your learn34 credentials for signing in to your chromebook after this initial work.
Record your new abbyschools email in a safe location – planner, back of binder, etc.
You can also use your abbyschools email to sign into express.adobe.com

3. **School Computers (lab devices)**
    a. Sign into the computers with username and password provided. Example: username (MaryN259867@abbyschools.ca)
    b. Use birthdate as password MMDDYY If my bday is Nov 4, 2009 … 110409 will be my password

TEAMS not working? Clear Cookies! Click on the lock icon in the URL bar at the top. Select "Cookies". Scroll down to the "Remove" button and click it repeatedly until they're all cleared. Choose "Done". (See next page for screenshots) Try logging in again.

How to Clear Cookies: