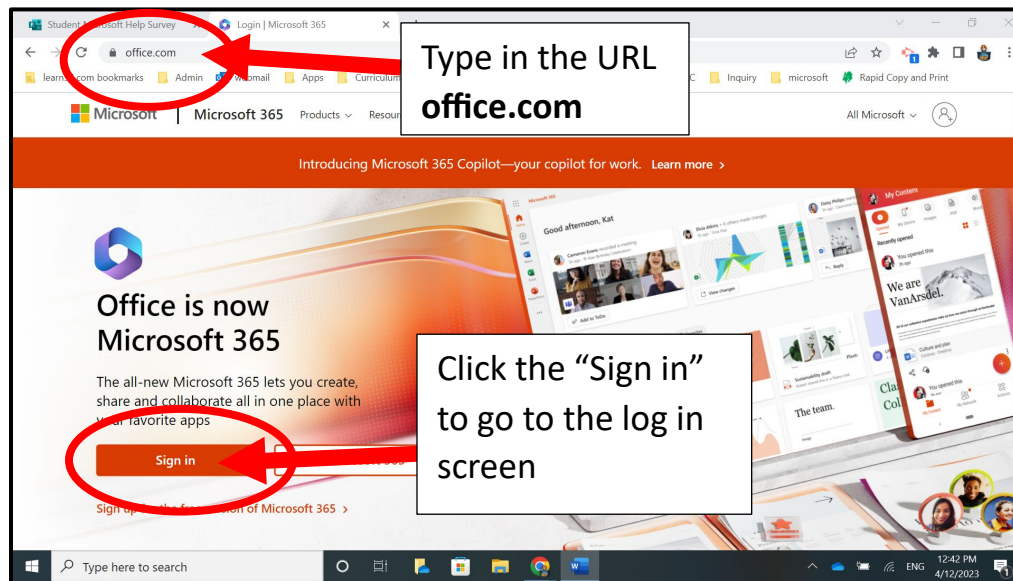


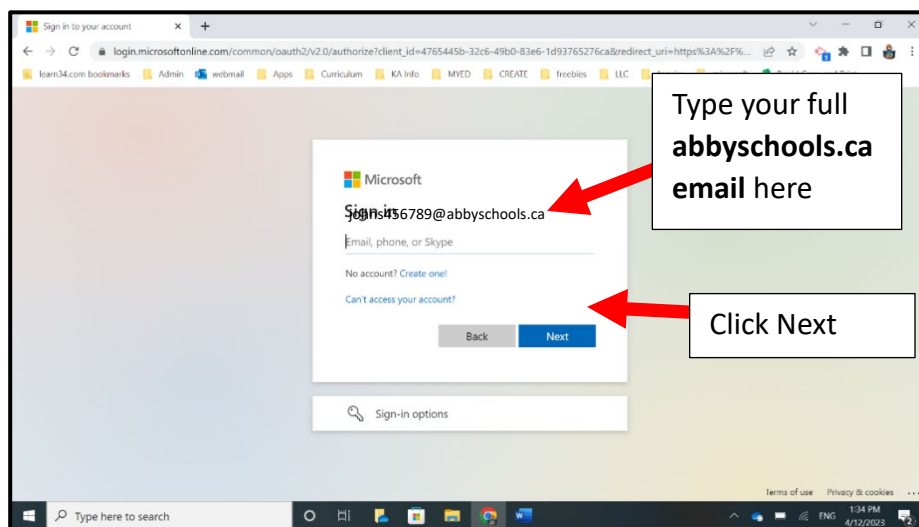
Logging into your New Abbyschools Email for Students

Your new Abbyschools email will gain you access to Microsoft Online which includes Outlook (your email), OneDrive (like a Google Drive in Microsoft), Word, PowerPoint, Excel and more. Your Abbyschools email is your primary email used on MyEd and will be your only email next year as we are no longer using Google.

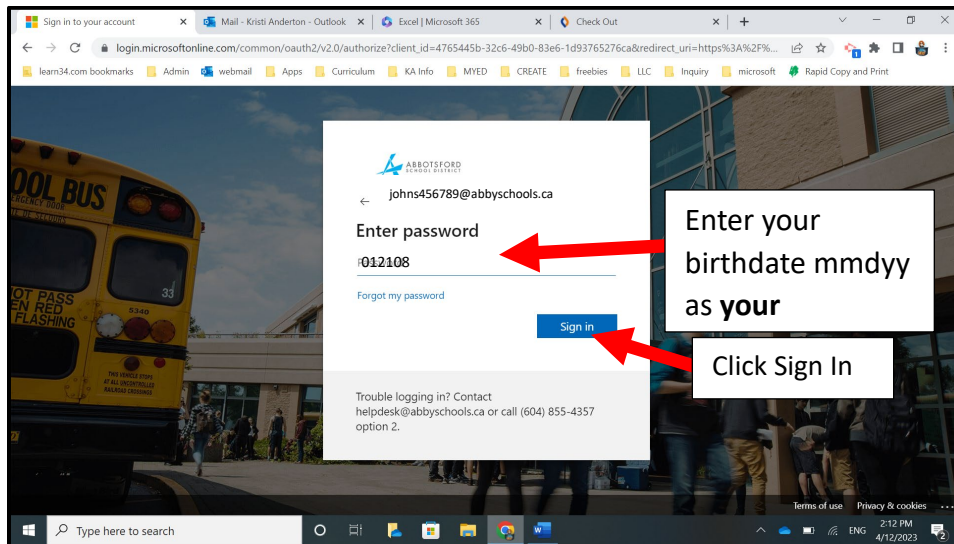
1. To Log on you will need to open a web browser and type **office.com** in the URL. Once you are on the page click the sign in button.



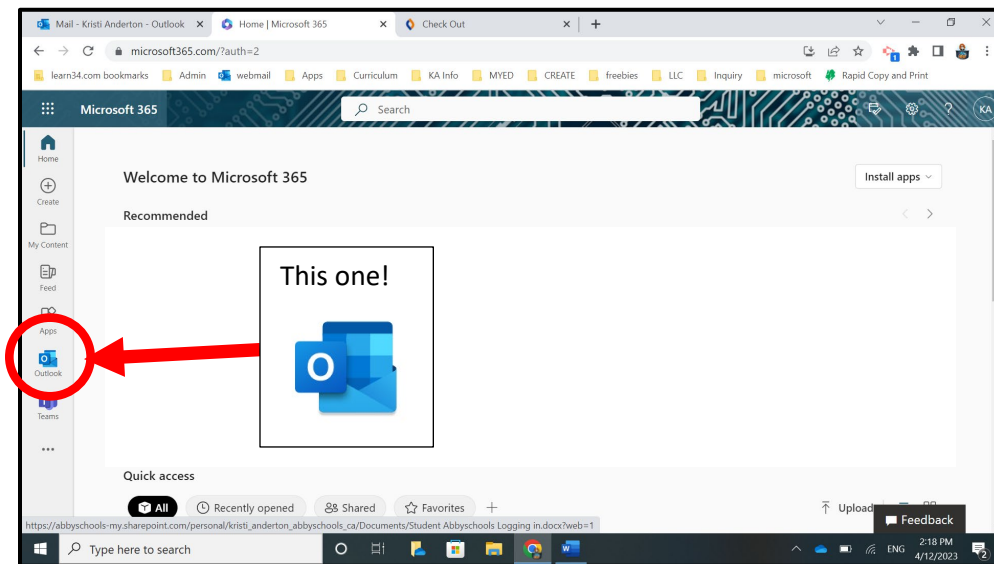
2. On the log in screen input your abbyschools email as **your username** when you click next it will ask for your password. All of your teachers have this in case you forget it. Your email follows this format: firstnamelastinitiallast6digitsofyourPEN@abbyschools.ca. For example John Smith with the PEN 123456789 would read as johns456789@abbyschools.ca.



3. Enter **your password** on the next screen. Your password is still your birthdate mmdyy, so January 21, 2008 would be 012108.



4. Click the **Outlook icon** to access your emails.



(Bonus: You can use the waffle in the top left to access the other Microsoft apps!)

