THUNDERBIRDS SX^wəX^wa²as LSS

Accessing Student Office 365 and LSS Student Email

Website: Office365 Login

Email: Usual first initial lastname + last 4 digits of student number @langleyschools.ca Password: If you have never changed your password,

it defaults to: first 2 letters of first name + first 4 digits of student number+\$\$

Example:

A student named Harry Potter With student number 123456 (Student numbers vary in length; use the last 4 numbers)

Would have this school email: hpotter3456@ langleyschools.ca The default password for the student is: ha1234\$\$

You can access Office 365 via the web or download it to your device(s).



Microsoft Teams

Many teachers will be choosing to use Microsoft Teams to communicate with students. All students have access to MS Teams through their Office 365 account.



Outlook

This is your student email, calendar and contacts application. You can access these tools securely, anytime and anywhere. Please ensure to check your student email.



OneDrive

OneDrive is your personal online storage space in the cloud, provided to your new Office 365 account. It is easily accessible anywhere and it can be used to store your files

What If I Have Forgotten My School Password?

The password used to log in is the same as the password used to log into school computers or access the school wifi. Most students have changed their passwords, but if you haven't, the default password is the first two letters of your first name (no capitals), followed by the first four numbers of your student number and then followed by two dollar signs (\$\$)

If you have forgotten your password, you can go to <u>password.sd35.bc.ca</u> and follow these steps:

1. If you have been to this site before and "Claimed" your account,

• You can click on the need help button in the top right corner and answer their security questions to reset your password

2. If you have never "Claimed" their account,

- You should click on Claim My Account
- On the next screen make sure it says Student Claim Policy and then click on Next
- On the next screens, you will enter identifying information and create security questions. At the end of the process, your password will be reset.

Here is a video to show you how: https://vimeo.com/418287817