Office 365 Education
Quick Reference Guide

HUMBER

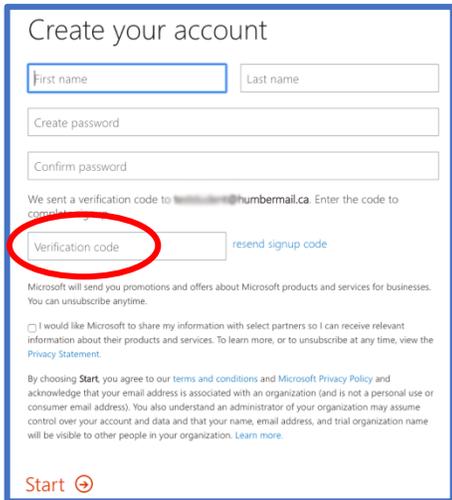| Preamble	Getting Started
Humber Students can sign up for Office 365 Education for free. Because it is cloud-based, you can work anywhere, anytime. The service includes familiar applications like Word, Excel, PowerPoint, and OneNote. You will also find additional classroom tools. **Microsoft	Education**	Open up the browser of your choice, and go to: https://www.microsoft.com/en-ca/education/products/office **Get Started:** You need to use your username@humbermail.ca email. Enter your school email address: [ ] **GET STARTED**
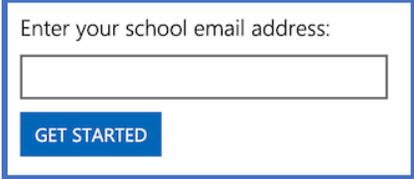
Student Setup

Step 1: Click on the area that indicates you are a student.

Are you a student or a teacher?

Office 365 Education includes Microsoft Teams and other tools you need for your online classroom. Teams allows students and teachers to chat, work on assignments, and co-create documents. If you're an IT admin, sign up your school.

I'm a student ➔   I'm a teacher ➔

Create your account

First name | Last name
Create password
Confirm password
We sent a verification code to ●●●●●●●@humbermail.ca. Enter the code to complete signup.
Verification code | resend signup code

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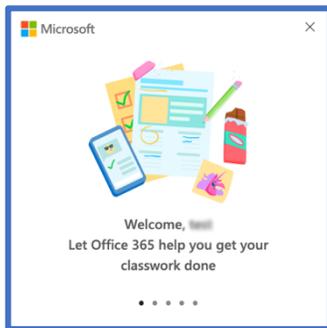
Start ➔

Step 2: Fill out the information for your account and create a secure password.

Step 3: Launch a new browser and log into your Humbermail account and retrieve the email that has your verification code.

Step 4: Once you have your verification code, go back to the window where you were creating your account and enter the verification code. Click **Start**.
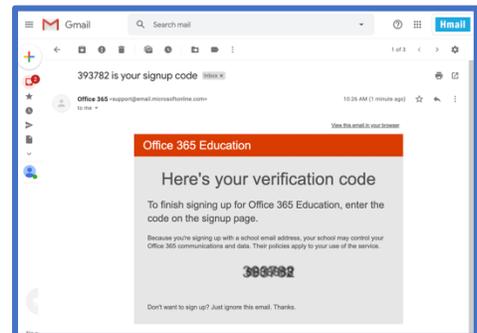
Step 5: Go through the welcome slides to get a quick tour of all the apps that are included in your Office 365 Education package. Or close the window and just jump right in.

This is the main page when you use Office 365 Education. Launch an app by double-clicking on it. Click on the question mark (?) located on each of the app pages for Microsoft's help and support. They have all sorts of video tutorials to help with most things.

Visit the its.humber.ca website to see all our Quick Reference Guides on some of these products.
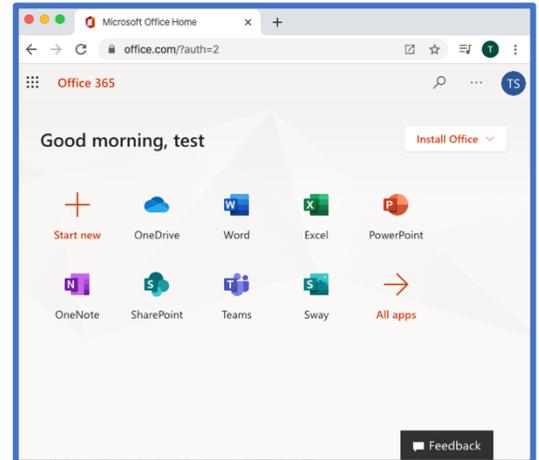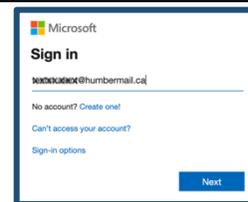
First Time Logging in

Navigate to the website office.com and sign in with your humbermail email and the password you set up when you created your Office 365 Education account.

You will then see a window indicating more information is required. Humber has implemented a mandatory multi-factor authentication be set up.

To set up the multi-factor authentication you will need to supply a mobile number and a secondary email account (other than the humbermail.ca email you used to sign up).
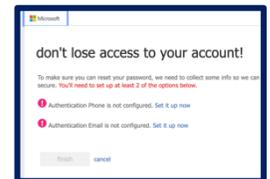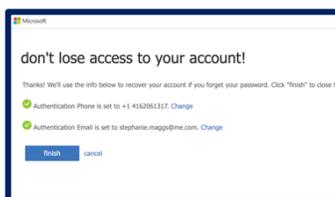
A code will be sent to both your mobile and your email for you to enter/verify.

Help & Support

Please contact the I.T. Support Centre if you experience any issues.

☎ 416.675.6622X8888 | 🖋 humber.ca/techtalk

🖃 SupportCentre@humber.ca

▢ A212 (Lakeshore) or NX210 (North)

WE ARE HUMBER