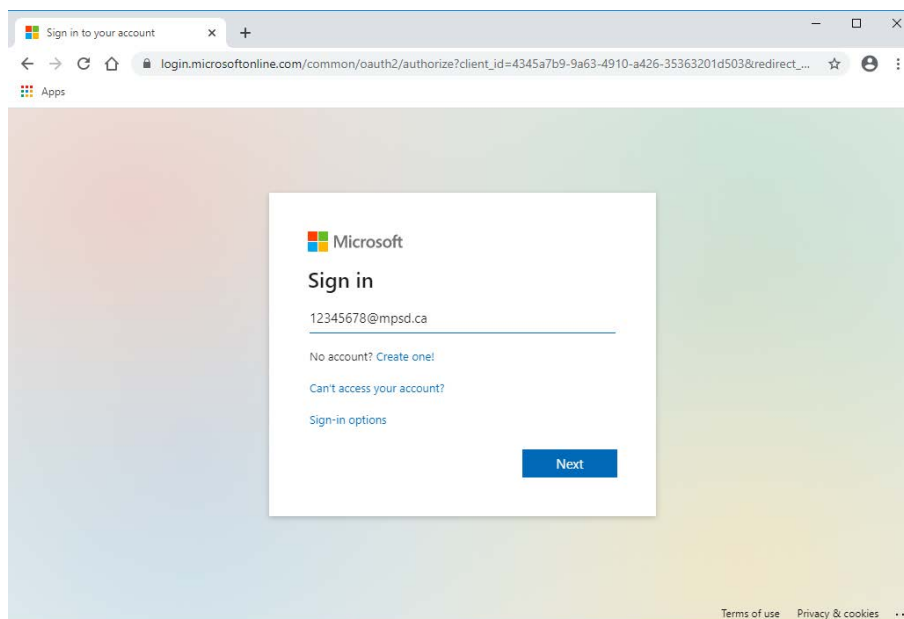


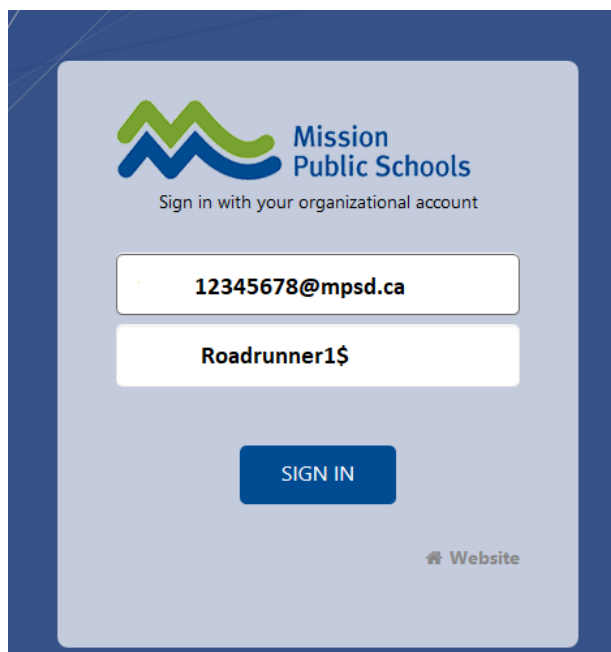
## MSS Office 365 Sign In and Password Change – September 2020

To login to Office 365 from home using your personal devices do the following:

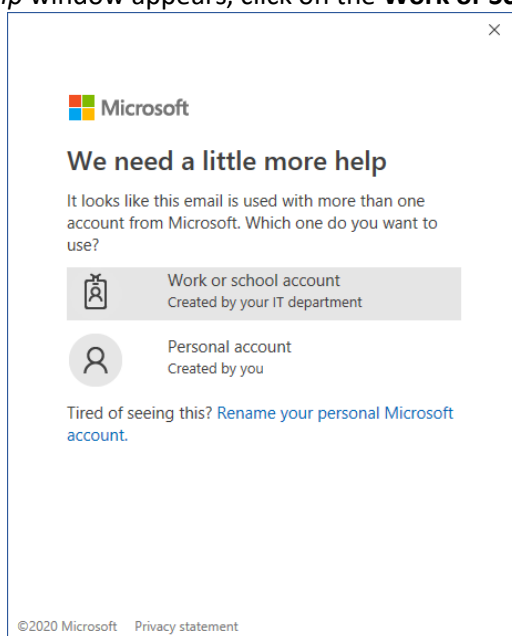
1. Open a web browser and go to [www.office.com](http://www.office.com). Then click on the **Sign In** link.
2. On the Sign In page, enter your student number followed by **@mpsd.ca**
  - a. Please note that the **@mpsd.ca** does not mean you have a **@mpsd.ca** email address.
3. Press **Next** to go to the next step.



4. You will be taken to the Mission Public Schools Office 365 login page. Enter the start of school password **Roadrunner1\$** then click on the **Sign In** button.




5. If the *We need a little more help* window appears, click on the **Work or School Account** option.



Your Office 365 desktop will appear. You can now start using Office 365 apps but we suggest that you first change the password to your own secure password.

To do so, please complete the following steps:

1. Click on the **Gear**  icon at the top righthand corner of the screen.
2. On the *Settings* tab, click on **Change your password**.
3. On the *Change Password* screen, enter the start of school password in the Old Password field. Then enter your own secure password in the next two fields and click the **Submit** button.
  - a. Your secure password should meet the following requirements:
    - i. At least 12 characters in length
    - ii. Contains a capital letter, a number and special character (!,@,#,\$,%,&,?,etc)

## change password



User ID  
12345678@MPSD.CA

Old password  
Roadrunner15

Create new password  
SecretWord638

Confirm new password  
SecretWord638

submit cancel

Annotations:  
- Enter start of school password (points to Old password field)  
- Create your own secure password like this example (points to Create new password field)  
- Enter your new password again (points to Confirm new password field)  
- Press submit to finish (points to submit button)

Your Mission Public Schools Office 365 account has now been secured.