## Getting Started with your Surrey Schools Account at Invergarry

1. It is **BEST** to use a laptop or desktop computer.





3. At the top left of the screen, in the address bar, type in <u>www.office.com</u> and then press enter.



 A) Click on the Sign In button. B) Type in your Surrey Schools email address (<u>firstname.lastname@surreyschools.ca</u>) and default password (.####) provided by your teacher.

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5. Afte	er login, the Outlook ema	and Teams	app will d	display on the left side of the screen.
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