

Getting Started with your Surrey Schools Account at Invergarry

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



If you **ONLY** have a phone or tablet, please download these free apps:

Microsoft Outlook






and

Microsoft Teams



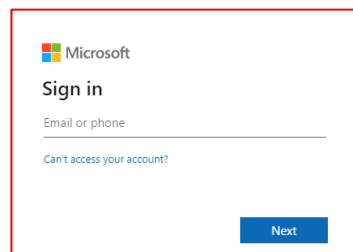
PLEASE NOTE: App layout is very different from what your teachers and fellow students use. If you have difficulties, they may not be able to help you. It is best to use a laptop or desktop computer.

LOGIN: Log in to both apps using your new school email and default password.

2. Open your preferred browser Chrome  or Microsoft Edge  or Safari 
3. At the top left of the screen, in the address bar, type in www.office.com and then press enter.



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



5. After login, the Outlook email  and Teams  app will display on the left side of the screen.

