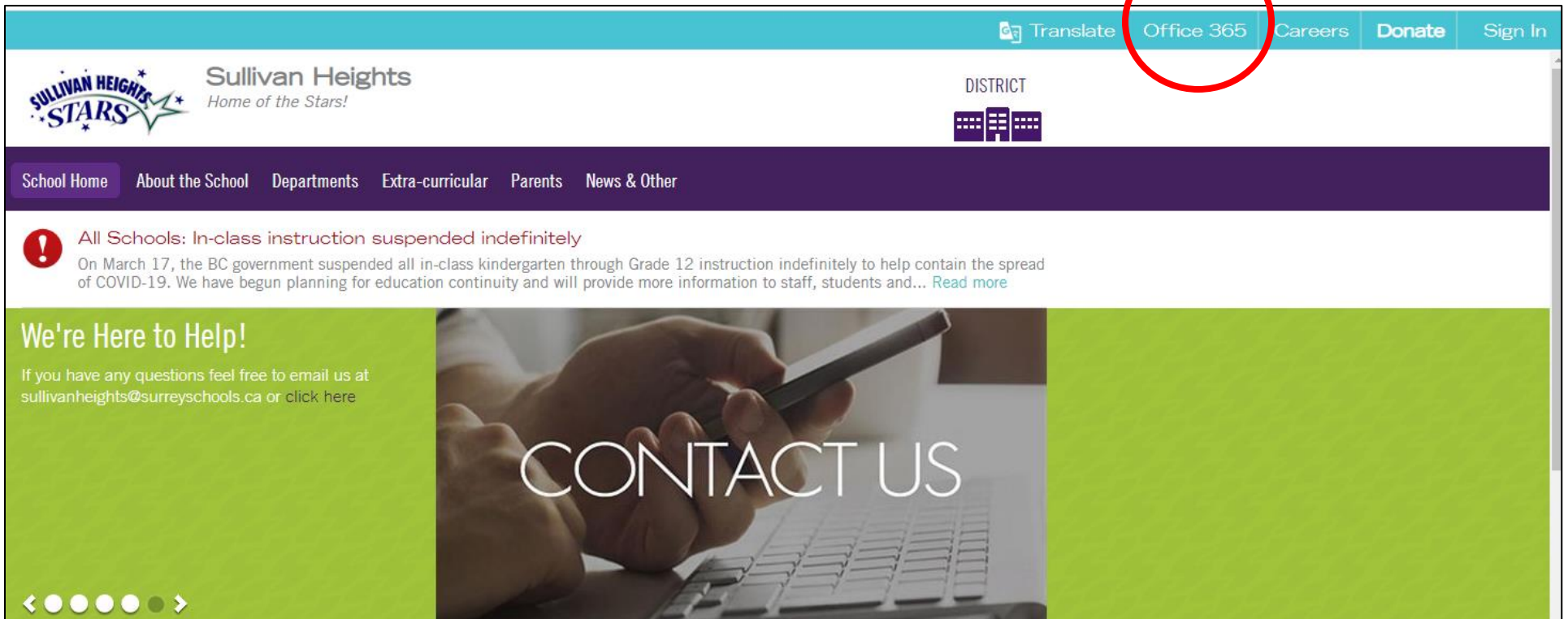


# How Do I Log into My Surrey Schools Email & Microsoft Teams?

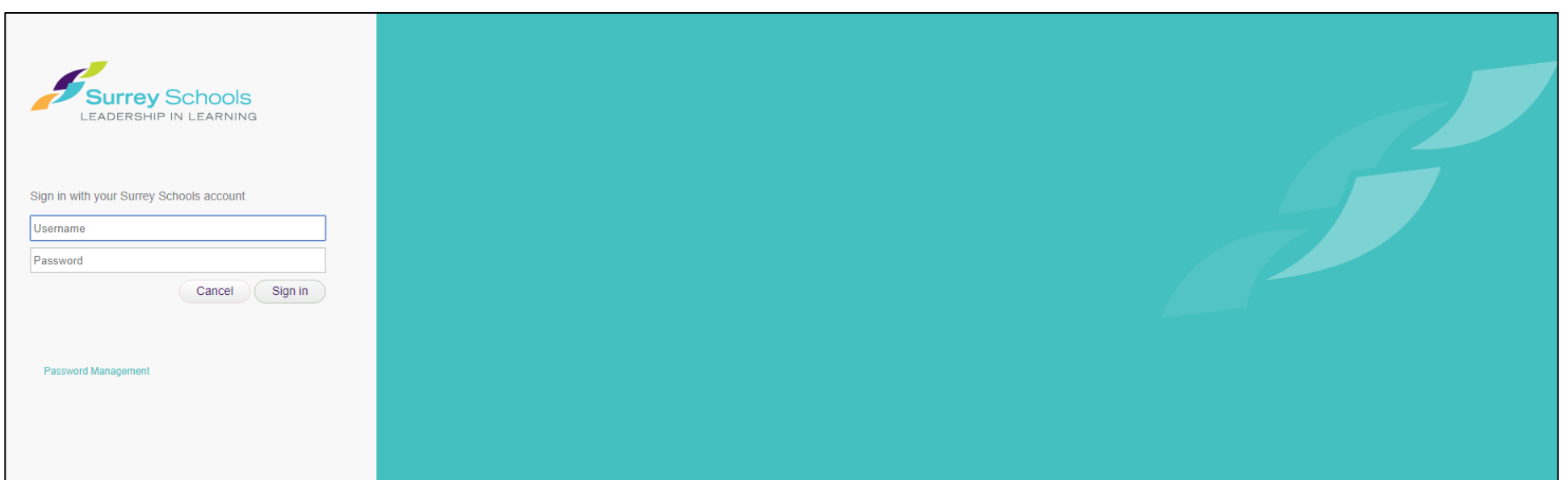
## STEP 1

1. GO TO SULLIVAN HEIGHTS SCHOOL WEBSITE (OR SURREY SCHOOLS WEBSITE)
2. CLICK ON "OFFICE 365"



## STEP 2

1. SIGN IN USING YOUR USERNAME AND PASSWORD  
(HINT: SAME USERNAME & PASSWORD USED FOR FRESHGRADE OR A SCHOOL COMPUTER)
2. FORGOT YOUR PASSWORD?  
EMAIL THE SCHOOL AT [sullivanheights@surreyschools.ca](mailto:sullivanheights@surreyschools.ca) WITH THE FOLLOWING INFORMATION:
  - STUDENT NAME
  - STUDENT NUMBER
  - PHONE NUMBER (HOME OR CELL) YOU CAN BE REACHED AT FOR FURTHER ASSISTANCE



## STEP 3

1. ONCE LOGGED IN, YOU CAN ACCESS BOTH YOUR SCHOOL EMAIL AND TEAMS

