

Office 365 and @burnabyschools.ca

What has changed, and what you need to know.

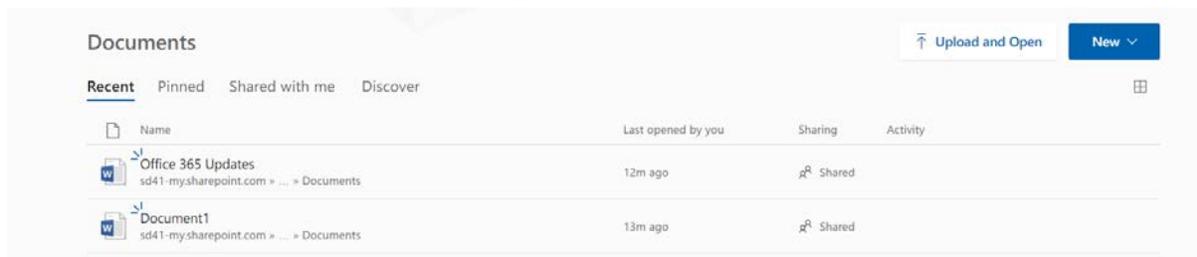
Login Information

At the beginning of February, all district email address and most websites changed over to burnabyschools.ca. This change also impacted the district's Office 365 accounts. Users can no longer login to Office 365 using their E+employee#@sd41.bc.ca. The new username for Office 365 is

e + employee number@burnabyschools.ca e.g., e12345@burnabyschools.ca

Similarly, student usernames have changed to pupil#@edu.burnabyschools.ca.

"Recent" Items and Link Sharing



The change to burnabyschools.ca has caused some links in Office 365 to no longer function. For example, documents listed as "Recent" may use a document link that references your @sd41.bc.ca username, and therefore will no longer work.

Example of broken link:

Secure | <https://sd41-my.sharepoint.com/personal/e12345@sd41.bc.ca/Documents/A>

This does not mean that the document is lost. To access documents, go to the **OneDrive** app to find the original document. Once a file is opened in OneDrive, the list of "Recent" items will be updated. Over time, all the old links will be replaced with new "Recent" items.

Similarly, because of the username change, public links created prior to the change to @burnabyschools.ca will no longer be functional. If you shared a document with a specific person, they should still have access to the file in their "Shared With Me" section of OneDrive. If you shared a document via emailing a link (and not by individual names), you will need to create a new link and share this with your audience.

Resetting Your Username in Mobile Apps

If you or your students have been using mobile apps (android or iOS) to access Office 365 with your @sd41.bc.ca username, you will need to completely log out of each app and then sign in again using your @burnabyschools.ca username. You should not lose access to any of your files by doing this.

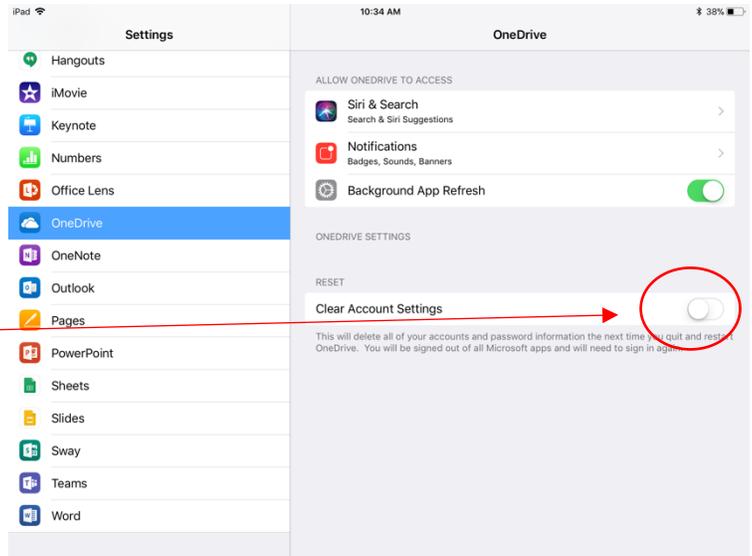
If you are using an iPad/iPhone, you will need to completely reset the Office apps to clear the previous username. To clear your settings in iOS, follow these steps:

Step 1 – open settings on your iPad/iPhone.

Step 2 – Scroll through the apps in the left column until you find the Office app you would like to clear – tap on the app.

Step 3 – Click the toggle beside "Clear Account Settings". You may need to open and close the app once to make sure that the settings have been cleared.

Next time you re-open the app, you will be prompted to sign in. Be sure to use your @burnabyschools.ca username.



Office 365 and School Connect

Office 365 is a browser-based program that allows you to store and share documents in the cloud. This is helpful in that it does not tie your work to a device. When using Office 365 on school computers, there are a few things to keep in mind.

While you can install Office 365 apps (Office 2016) on your home computers/devices, **it is not recommended to install these programs on district issued devices**, including Teacher Take-Home Laptops. Installing on district devices may interfere with the disk image created through our School Connect system that already includes a version of Microsoft Office (2013).

Note: When installing Office 365 programs at home, be sure to uninstall any previous versions of Microsoft Office on your computer first. You may encounter problems if you have Microsoft Office 2013 (or earlier) running at the same time as the latest Office 365 download.

Working on Office 365 Documents in Desktop Programs

You may find there are times when you want to use the full versions of Microsoft Word or PowerPoint to edit your files. Due to the security and privacy settings on our School Connect computers, you are not able to sync your OneDrive files directly to the desktop computer in your classroom or office. However, this does not mean that you cannot continue to save and store all your files in your OneDrive.

To ensure a seamless workflow, best practice is to create/access your files from OneDrive online, then choose to edit the document in the desktop version of the program. This will allow you to use the full formatting options of the desktop program, **while auto-saving your work in your online OneDrive**. You will not have to save multiple copies of a document nor will you have to upload your work to OneDrive – everything is in one place!

To pull a document out of the browser, follow these two steps:

Step 1: Open or Create a new document in Office 365 (online)

Step 2: If you are accessing a **previously made document**, click “Edit Document” in the tool bar and then select “Edit in Word”. A pop-up will appear asking you to Open in Word 2016 as well as a warning. Click “Yes” and Word will start to load. You will need to sign in with your Office 365 username/password.

If you started a new document, click on “Edit in Word” in the menu bar (near the centre) and your document will start to open in Word as above.

Any changes you make in the desktop program will **autosave** to your OneDrive in the cloud. You can tell that your file is autosaving because you will see this in the top left:

