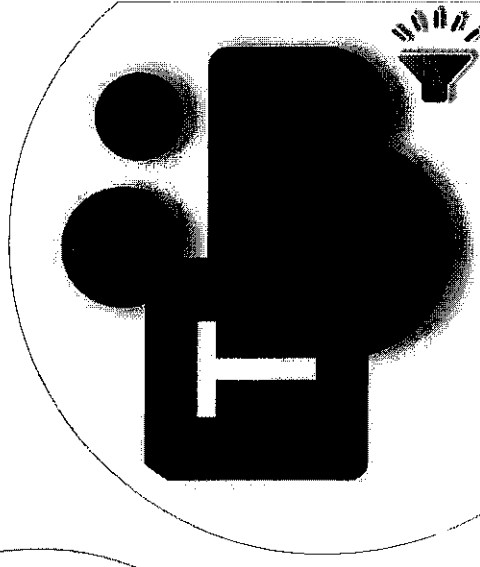
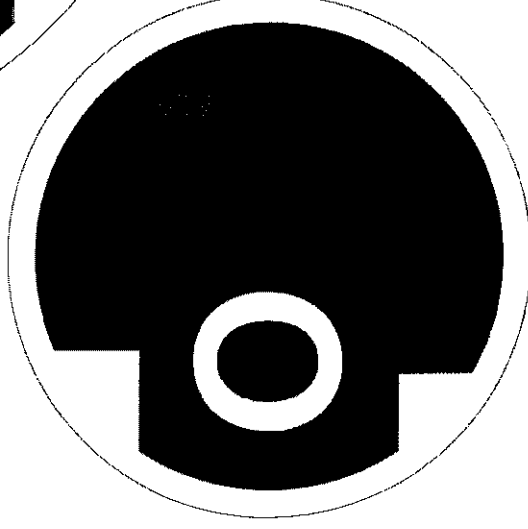
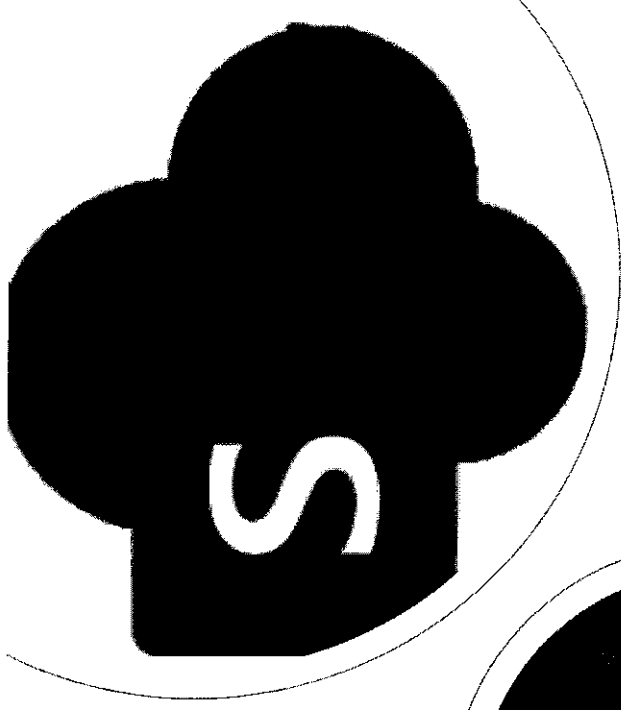
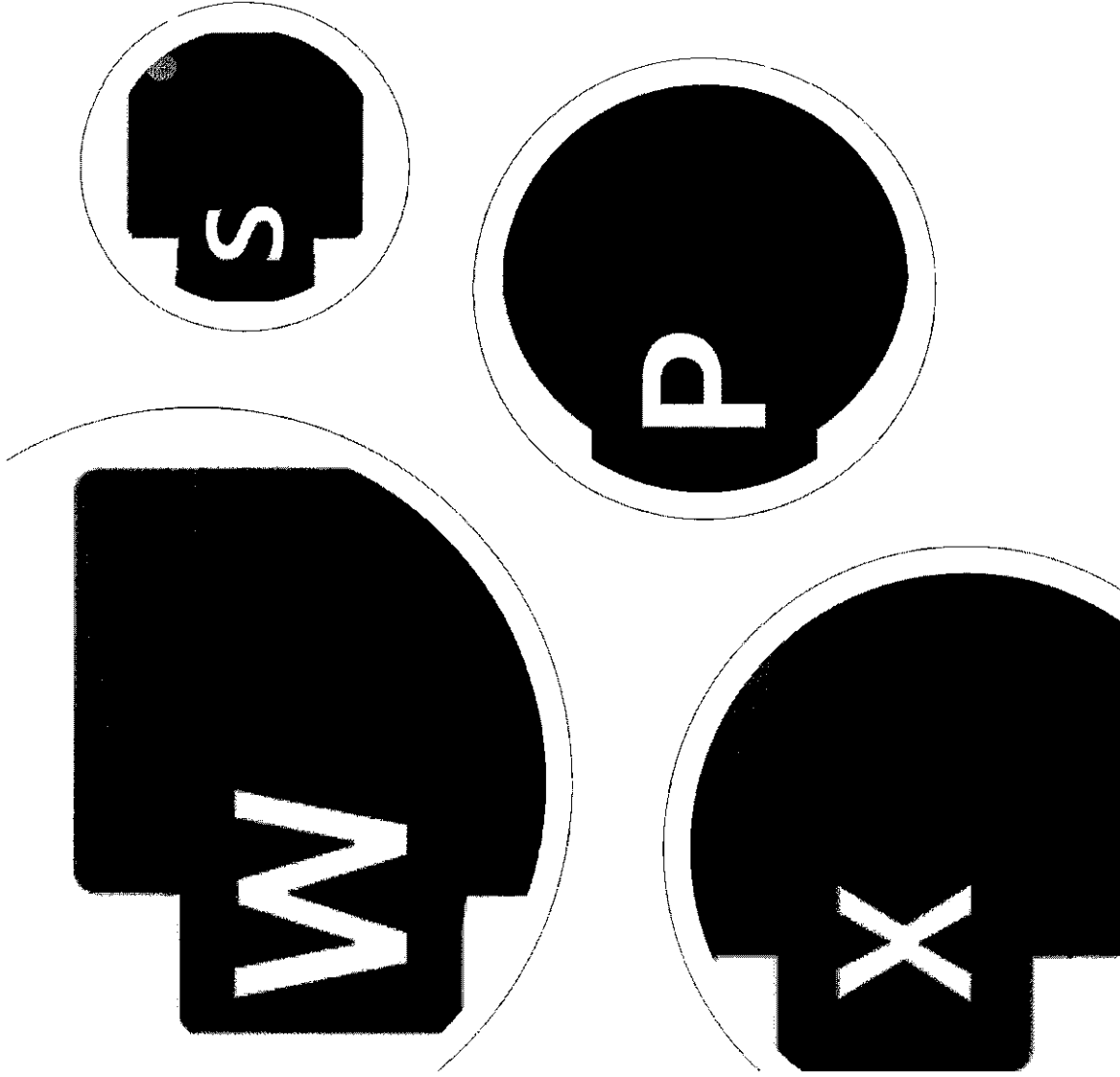


Student access to Microsoft Office

All students have access to Microsoft Office package. Students will have access to:

- Calendar – the best and most effective way to communicate with teachers and staff and stay on top of assignment timelines and due dates
- Teams – where classes will meet and discuss
- Share point – “home page” for each class to share news, assignments and resources and collaborate with others





Student access to Microsoft Office

All students have access to Microsoft Office package. Students will also have access to:

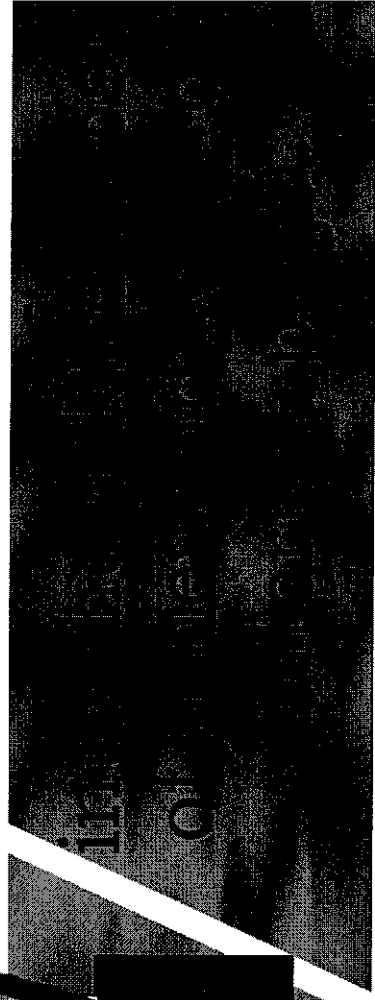
- Word – to write papers and interact with assignments
- Power Point – for creating presentations of information and reports
- Excel – showcasing data, charts and tables gathered from labs, surveys and experiments
- Sway – a collaborative and creative, interactive presentation platform



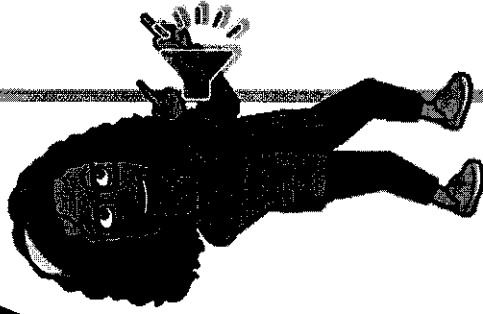


For students to access,
type....

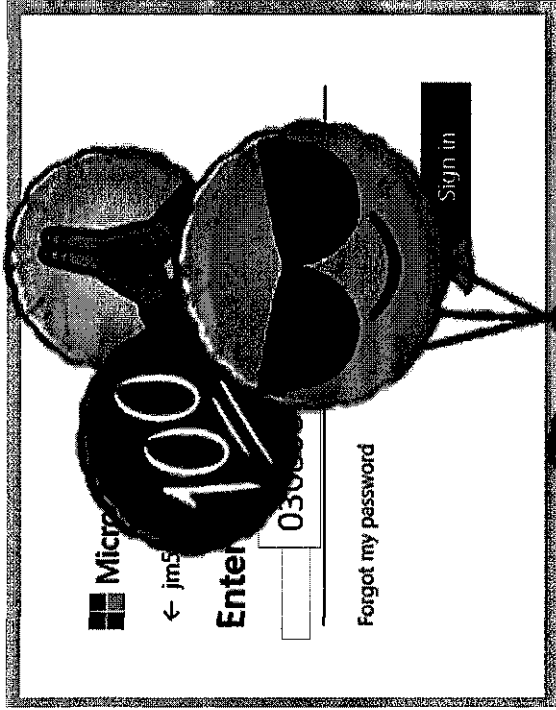
students.beleneagles.org



Your Microsoft *Sign In* will be your first initial and last initial with your student ID followed by @beleneagles.org.



A screenshot of a Microsoft sign-in page. At the top left is the Microsoft logo. Below it is the text "Sign in". In the center is a text input field containing the email address "JM52507@beleneagles.org". Below the input field are two links: "Can't access your account?" and "Sign-in options". At the bottom right is a dark rectangular button labeled "Next".



It's your
Birthday!!!

PASSWORD....

For example, this student's birthday is March 08, 2006. Since March is the third month, they would enter this as the password:

030806



← jm52507@beleneagles.org

Enter password

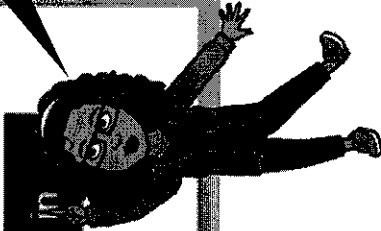
030806

Forgot my password



Then click **SIGN IN** !!!

Sign In



This is to help insure it is **YOU** wanting
access to your account!

This is a one
time event!

When you are
ready, press
NEXT!

eg.46347@beleneagles.org

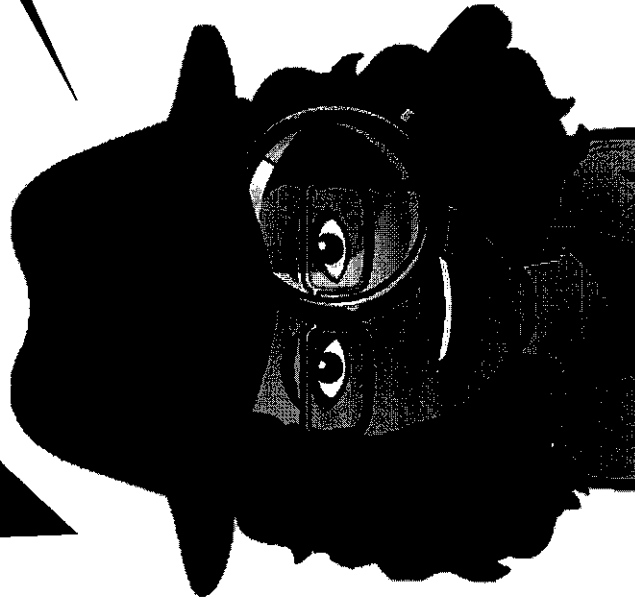
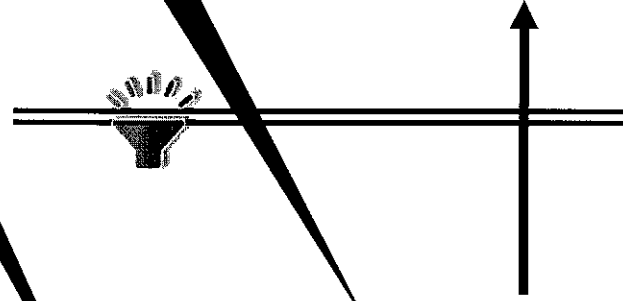
More information required

Your organization needs more information to keep
your account secure

Use a different account

Learn more

Next



Additional security verification

Secure your account by adding phone verification to your password. View video to know how to secure your account

Step 1: How should we contact you?

Authentication phone

United States (+1)

505-859-0696

Method

Send me a code by text message

Call me

Enter your cell number here...

Select "Send me a code by text message"

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.



Make sure it is a cell phone you have immediate access to and can answer in the next two minutes.



Add verification

Secure your account with a second step. [View video to know how to secure your account](#)

Step 1 of 2

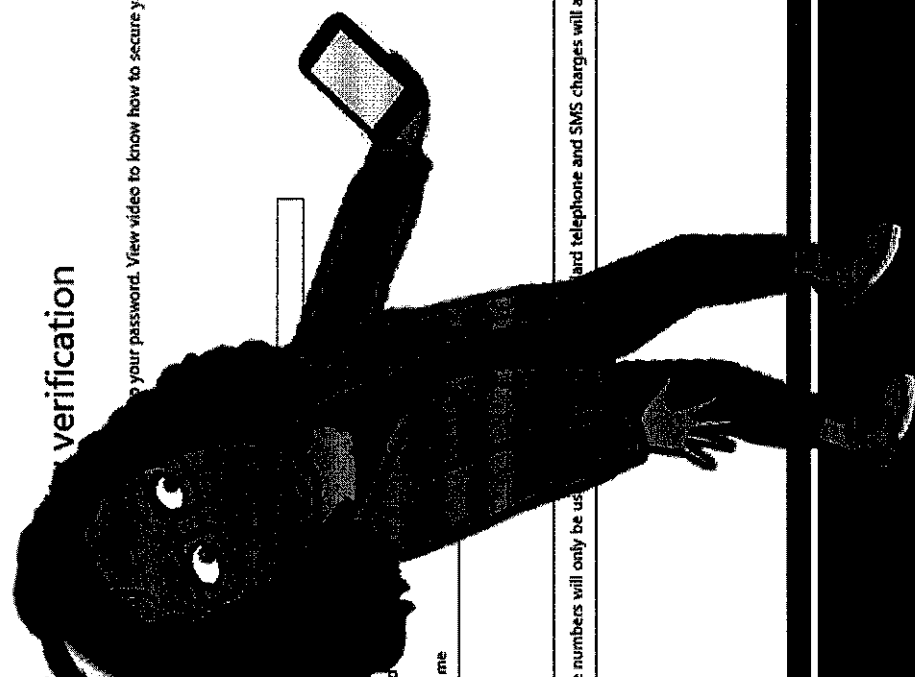
Authenticate

Select a method

Method

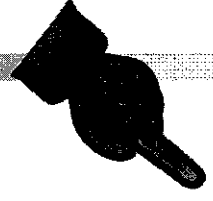
Send text message

Call me

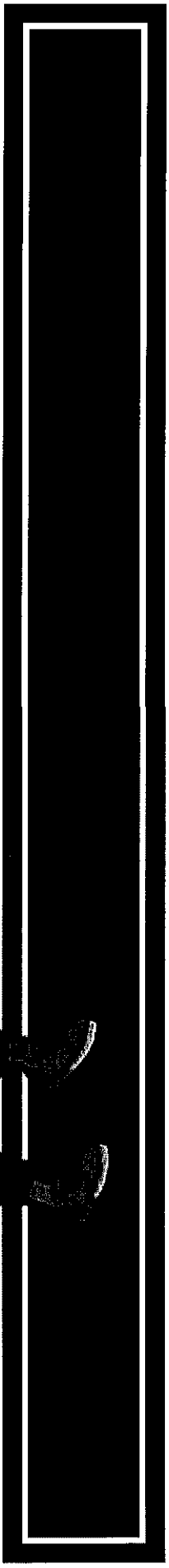


Your phone numbers will only be used for verification. International long distance telephone and SMS charges will apply.

Next



Click Next after you have entered the information and have your cell phone ready to receive the verification code.





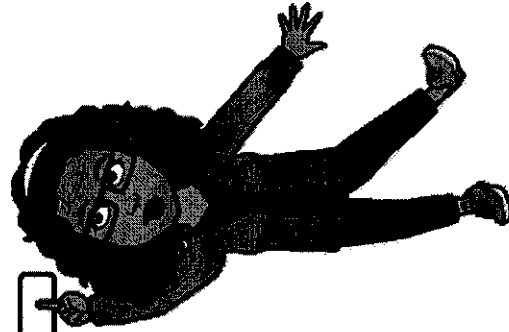
Additional security verification

Secure your account by adding phone verification to your password. View video to know how to secure your account

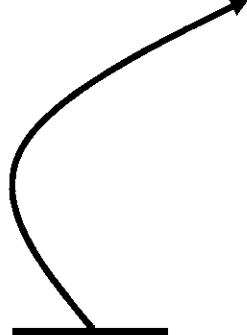
Step 2: We've sent a text message to your phone at +1 505-274-2211

When you receive the verification code, enter it here

501345



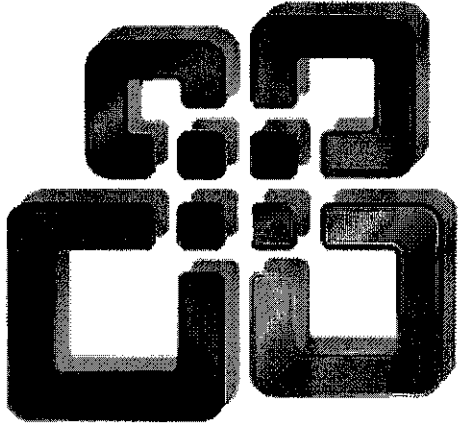

Enter the verification code from the text message. Then select "Verify".












Cancel

Verify

DONE
and
DONE



You have successfully
Activated your
Microsoft Office
account for BMS.

	Outlook		OneDrive		Word		Excel		PowerPoint		OneNote		SharePoint		Teams		Sway
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