

For Students- Accessing Office 365 on Your Personal Device

There are three ways you can access O365:

1. Online through the SD43 website
2. Downloading to a Windows 10 (or newer) or Mac through the SD43 website. Each SD43 student can install Microsoft Office to up to 5 computers/laptops
3. Any mobile device (Apple, Android, etc.). You can log into up to 5 different mobile devices

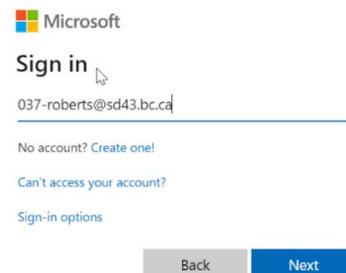
You will need to know your login information. Please contact your teacher if you do not know your SD43 login and password.

1. Online through the SD43 Website

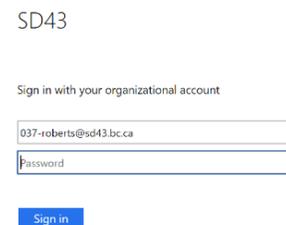
- Go to the SD43 website - <http://www.sd43.bc.ca> and click on **Office 365** in the top right corner of the screen. Please follow the steps below to access into TEAMS.



- Sign in with your SD43 login.** Login IDs will start with your school number, followed by a dash then first name and last initial then @sd43.bc.ca
 - Ex: a student named Robert Smith from Meadowbrook Elementary's login ID is 037-roberts@sd43.bc.ca
 - Click **Next**



- Enter **password**. This is case sensitive. Then click 'SIGN IN'. Most students know their passwords. *If not, please contact your teacher.*



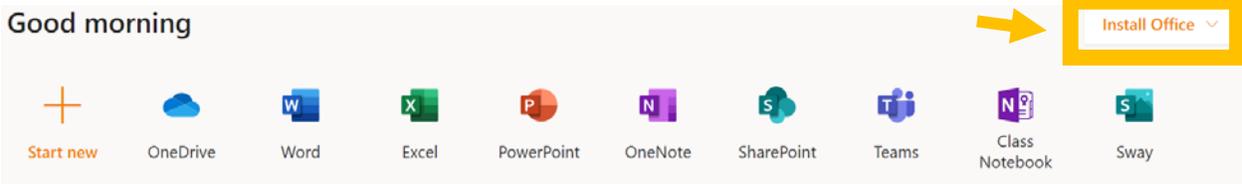
- Click on which one you would like to access



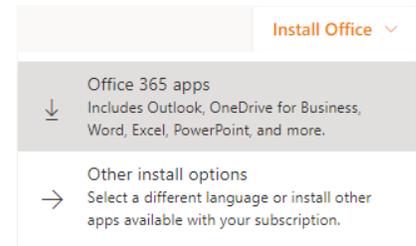
This is a great option for Windows 7, Chromebooks or computers/laptops with limited space

2. Downloading to a Windows 10 (or newer) or Mac through the SD43 website

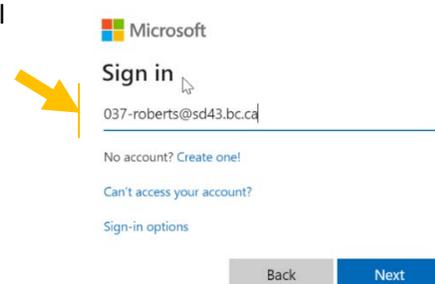
- Follow the steps above
- Click on which **Install Office**



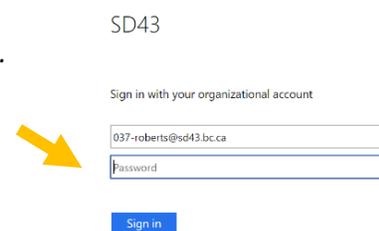
- Click on Office 365 apps and follow the instructions.



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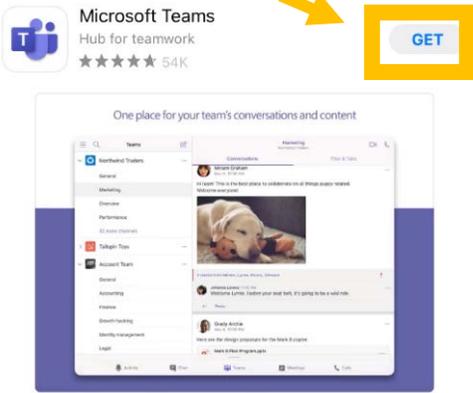
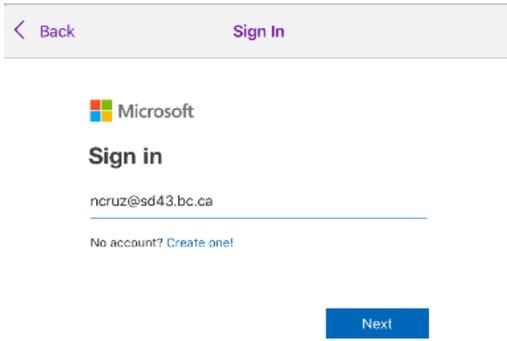
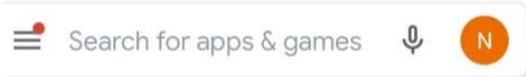
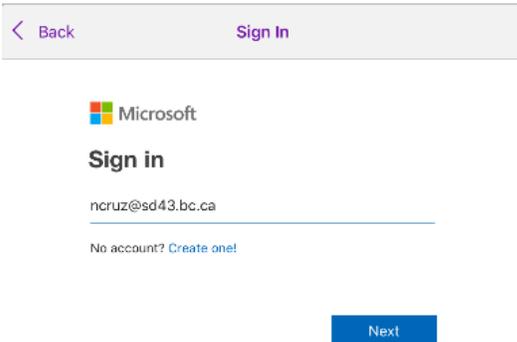


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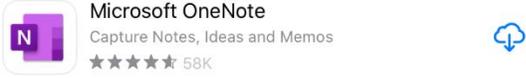
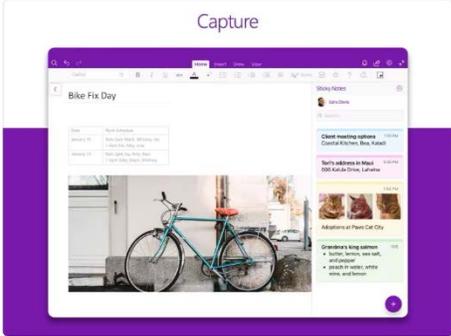
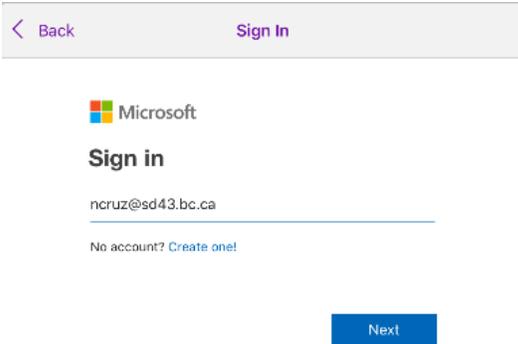
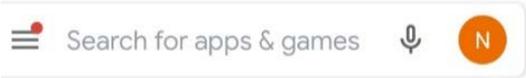
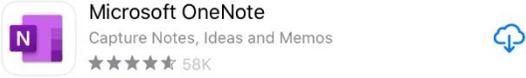
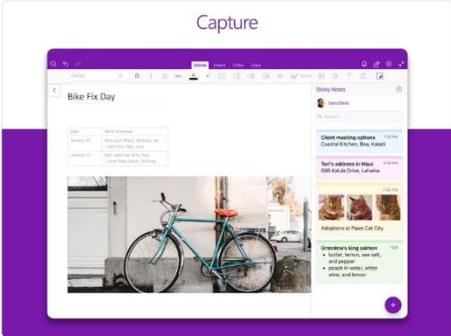
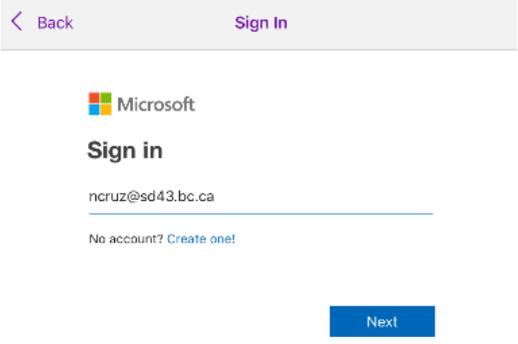


3. For Mobile Devices: Which of the Microsoft programs do you use in class? **Download each app separately.** Ask your teacher which ones to download. Teams and OneNote are the common ones.

Microsoft Teams

| Apple (iPad or iPhone) | Android |
|--|--|
| <p>1. Go to the App Store</p>  <p>2. Search for Microsoft Teams</p> <p>Search</p> <p>Q Games, Apps, Stories, and More</p> <p>3. Press GET</p>  <p>4. Sign in. Login IDs will start with you school number, followed by a dash then first name and last initial then @sd43.bc.ca</p> <ul style="list-style-type: none"> - Ex: a student named Robert Smith from Meadowbrook Elementary's login ID is 037-roberts@sd43.bc.ca - Click Next  <p>5. Enter password</p> | <p>1. Go to the Play Store</p>  <p>2. Search for Microsoft Teams.</p>  <p>3. Press GET</p>  <p>4. Sign in. Login IDs will start with you school number, followed by a dash then first name and last initial then @sd43.bc.ca</p> <ul style="list-style-type: none"> - Ex: a student named Robert Smith from Meadowbrook Elementary's login ID is 037-roberts@sd43.bc.ca - Click Next  <p>5. Enter password</p> |

OneNote

| Apple (iPad or iPhone) | Android |
|---|---|
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