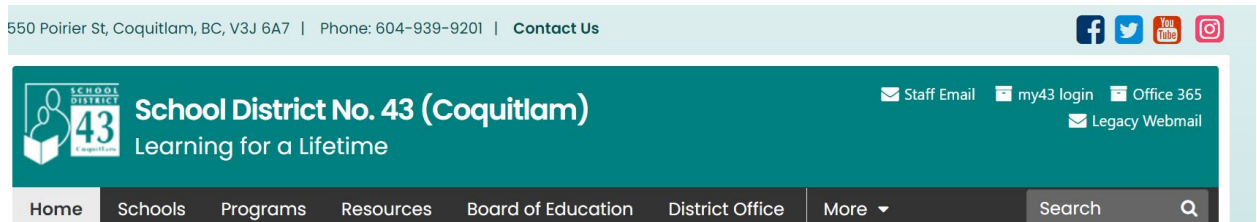
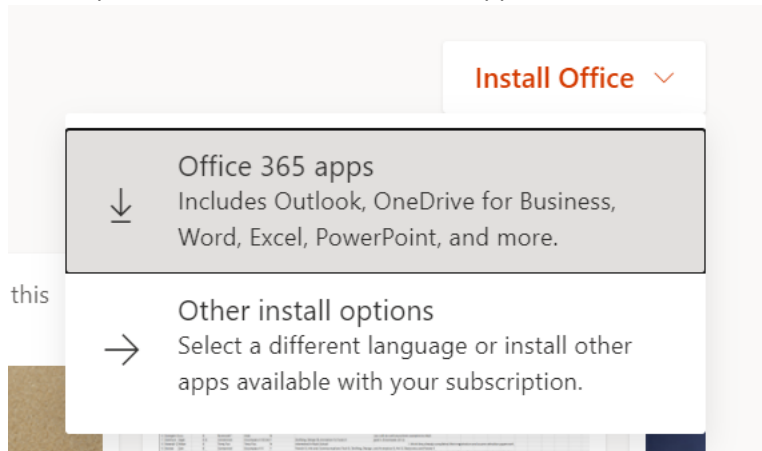


Instructions on how to Install and Access Office 365

1. Navigate to www.sd43.bc.ca and click on “Office 365” in the top right corner:



2. Login using the district username/password provided to you by your teacher.
3. On the O365 dashboard, you will see “Install Office” on the right part of your screen. Click on the dropdown and choose “Office 365 apps” for a normal install.



4. Follow the on-screen instructions to install the office suite apps which includes: Word, Excel, PowerPoint, Teams, OneNote, OneDrive, Skype, Access, Publisher.
5. Once you have installed these apps, it is recommended that you use the app rather than the browser version of these programs in order to get the full functionality of the programs. You will have free access to these apps as long as you are a student in SD43.