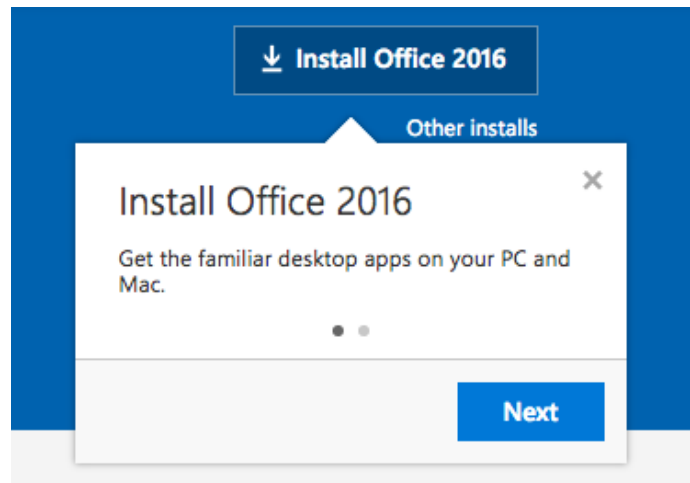




Up to 5 copies of Microsoft Office are available for home use (Mac or PC) for teachers and administrators at no cost.

1. Go to: <https://login.microsoftonline.com/> Recommended web browsers are Safari on a Mac and Internet Explorer or Microsoft Edge (new with Windows 10) on a PC.
2. Enter your complete district email address for username. E.g. **first_last@sd34.bc.ca** (notice the underscore)
3. Tap the enter key. You will be redirected to the familiar blue login screen. *If you are a teacher or administrator and this does not work email helpdesk@sd34.bc.ca for technical support.*
4. For username use **first.last** (notice the period) and for password use your regular district computer and email password.
Click Logon.
5. Look near the top right of the next page. This is where you can download and install software.
6. You can manage your downloaded copies of Office by logging in here in the future.
7. The online Office 365 web app versions of Word, Excel, Powerpoint, etc. are available here as well. E.g., you could use Word on a Chromebook if you used the web app version.



If you would like assistance with the above steps please contact one of the Digital Learning helping teachers, Deirdre DeGagne or Gary Toews. <http://curriculum.sd34.bc.ca> (click on the **Digital Learning** tab)