

# For Students- Accessing Office 365 on Your Personal Device

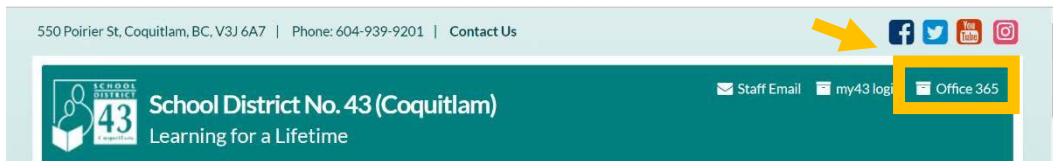
There are three ways you can access Office 365:

1. Online through the SD43 website, using a browser like Chrome, Firefox, Edge, or Safari.
2. Desktop Apps on Windows 10 or Mac - downloaded from Microsoft using SD43 Student Account. Each SD43 student can install Microsoft Office to up to 5 computers/laptops
3. Mobile devices (Apple, Android, etc.). You can log into up to 5 different mobile devices

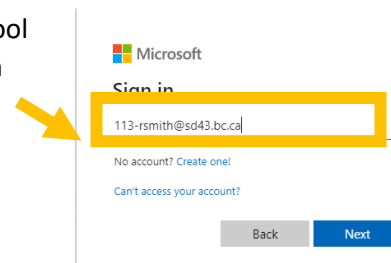
**You will need to know your login information. Please contact your teacher if you do not know your SD43 login and password.**

## 1. Online through the SD43 Website

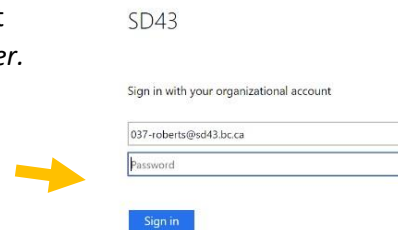
- Go to the SD43 website - <http://www.sd43.bc.ca> and click on **Office 365** in the top right corner of the screen.



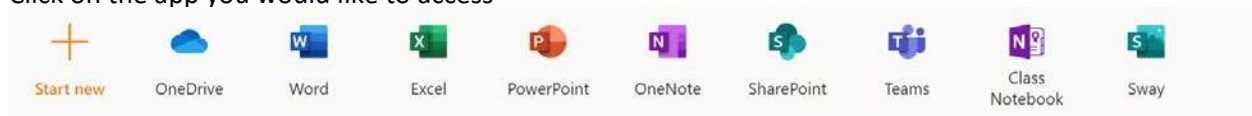
- Sign in with your SD43 login.** Login IDs will start with your school number, followed by a dash then first initial and last name then @sd43.bc.ca
  - Ex: a student named Robert Smith from Scott Creek Middle's login ID is 113-rsmith@sd43.bc.ca
  - Click **Next**



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



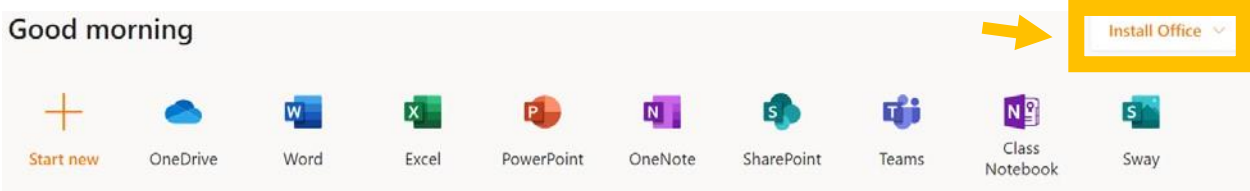
- Click on the app you would like to access



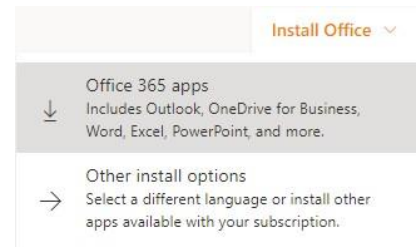
This option allows students to run an online version of each app, that doesn't install on the device. This is a great option for Windows 7, Chromebooks or computers/laptops with limited space.

## 2. Desktop Apps on Windows 10 or Mac - downloaded from Microsoft using SD43 Student Account

- Follow the steps above to login to office.com using SD43 student account
- Click on **Install Office**

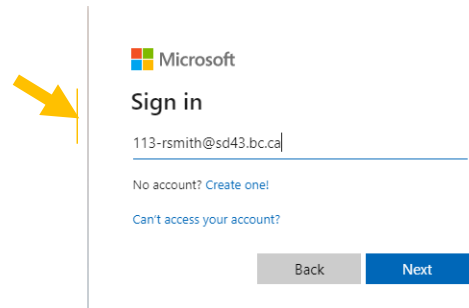


- Click on Office 365 apps and follow the instructions. Check with your teacher for the apps you need.

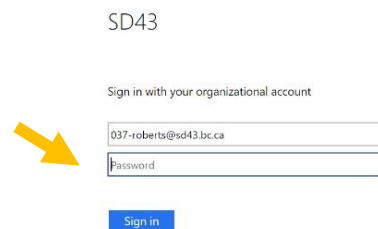


Your browser (Chrome, Firefox, Edge, Safari) will download a Setup program, which you may need to launch. After the desktop app(s) have been installed, you will launch each app individually to use it.

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  - Ex: a student named Robert Smith from Scott Creek Middle's login ID is 113-rsmith@sd43.bc.ca
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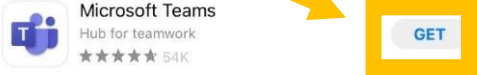
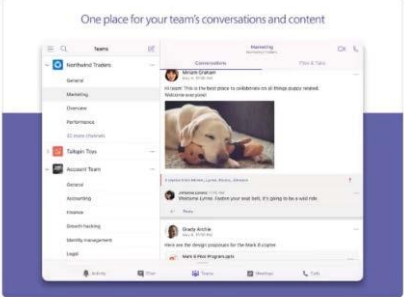
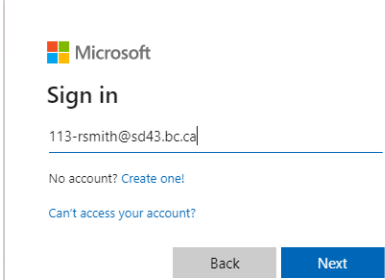


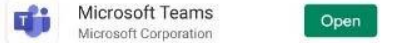

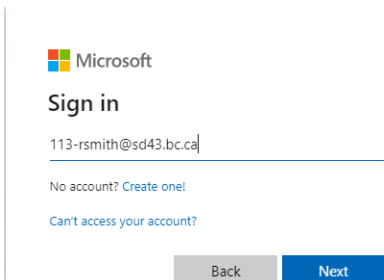
- Enter **password**. This is case sensitive. Then click 'Sign In'. Most students know their passwords. *If not, please contact your teacher.*




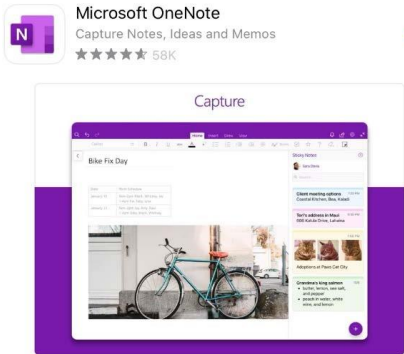
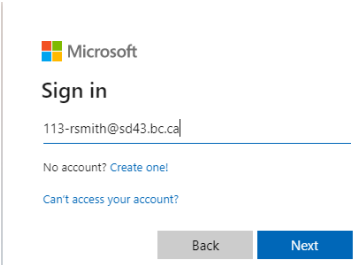


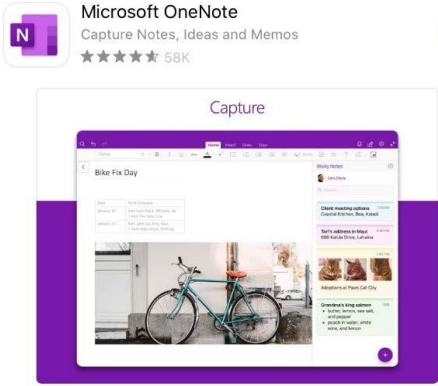
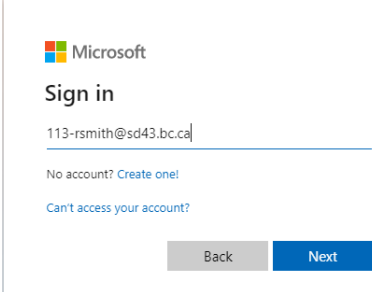
### 3. Mobile Devices (smartphones, iPads, other tablets)

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 <b>App Store</b> </p> <p><b>Search</b></p> <p>Q Games, Apps, Stories, and More</p> <p>3. Press <b>GET</b></p> <p></p> <p></p> <p>After launching the app:</p> <p>4. <b>Sign in.</b> Login IDs will start with your school number, followed by a dash then first initial and last name then @sd43.bc.ca</p> <ul style="list-style-type: none"> <li>- Ex: a student named Robert Smith from Scott Creek Middle's login ID is <a href="mailto:113-rsmith@sd43.bc.ca">113-rsmith@sd43.bc.ca</a></li> <li>- Click <b>Next</b></li> </ul> <p></p> <p>5. Enter <b>password</b></p>	<p>1. Go to the  <b>Play Store</b></p> <p>2. Search for <b>Microsoft Teams</b>.</p> <p></p> <p>3. Press <b>GET</b></p> <p></p> <p></p> <p>Microsoft Teams is your hub for teamwork in Office 365.</p> <p>After launching the app:</p> <p>4. <b>Sign in.</b> Login IDs will start with your school number, followed by a dash then first initial and last name then @sd43.bc.ca</p> <ul style="list-style-type: none"> <li>- Ex: a student named Robert Smith from Scott Creek Middle's login ID is <a href="mailto:113-rsmith@sd43.bc.ca">113-rsmith@sd43.bc.ca</a></li> <li>- Click <b>Next</b></li> </ul> <p></p> <p>5. Enter <b>password</b></p>

## OneNote

Apple (iPad or iPhone)	Android
<p>1. Go to the <b>App Store</b> </p> <p>Search for <b>OneNote</b></p> <p><b>Search</b>  <input type="text" value="Games, Apps, Stories, and More"/></p> <p>2. Press <b>GET</b></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">  </div> <p>After launching the app:</p> <p>3. <b>Sign in.</b> Login IDs will start with your school number, followed by a dash then first initial and last name then @sd43.bc.ca</p> <ul style="list-style-type: none"> <li>- Ex: a student named Robert Smith from Scott Creek Middle's login ID is 113-rsmith@sd43.bc.ca</li> </ul> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">  </div> <ul style="list-style-type: none"> <li>- Click <b>Next</b></li> </ul> <p>4. Enter <b>password</b></p>	<p>1. Go to the <b>Play Store</b> </p> <p>2. Search for <b>OneNote</b></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">  </div> <p>3. Press <b>GET</b></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">  </div> <p>After launching the app:</p> <p>4. <b>Sign in.</b> Login IDs will start with your school number, followed by a dash then first initial and last name then @sd43.bc.ca</p> <ul style="list-style-type: none"> <li>- Ex: a student named Robert Smith from Scott Creek Middle's login ID is 113-rsmith@sd43.bc.ca</li> </ul> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">  </div> <ul style="list-style-type: none"> <li>- Click <b>Next</b></li> </ul> <p>5. Enter <b>password</b></p>