



# Microsoft Office 365 Home Use Program

ICT Services  
North Vancouver School District

ver. 2019-12

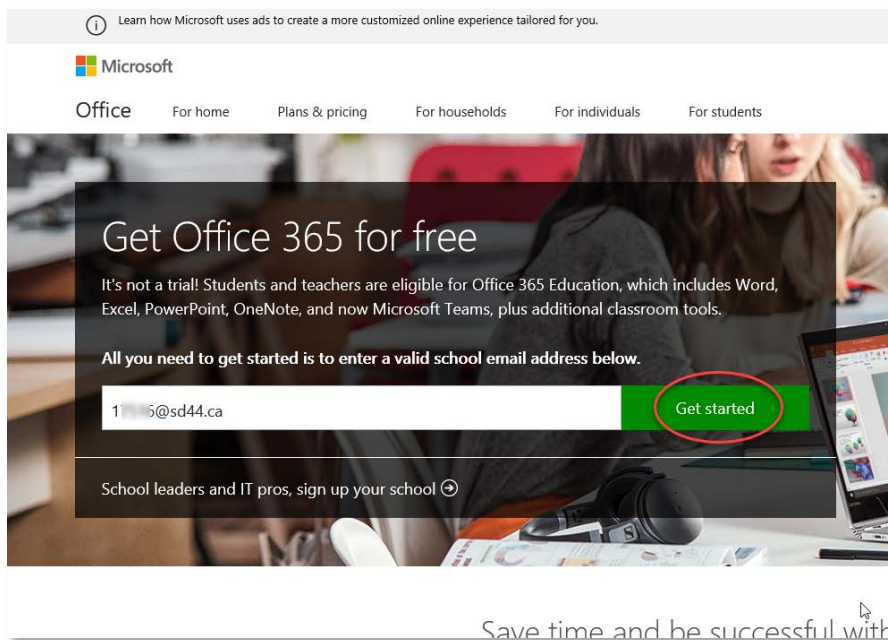


Teachers, staff and students of North Vancouver School District are eligible for downloading Microsoft Office 365, which includes:

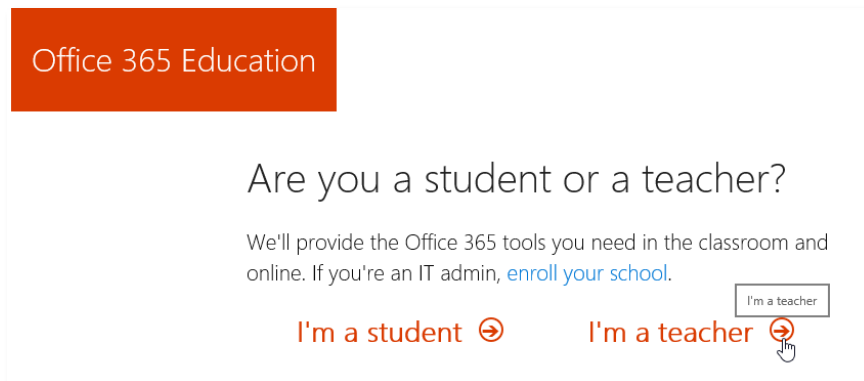
- The latest versions of Microsoft Word, Excel, PowerPoint, OneNote, Outlook, Access and Publisher
- Installation on up to five PCs or MACs, and Office apps on other mobile devices including Windows tablets and iPads
- 1 TB of OneDrive cloud storage
- Office Online

## How to Install Microsoft Office 365 on your PCs or MACs

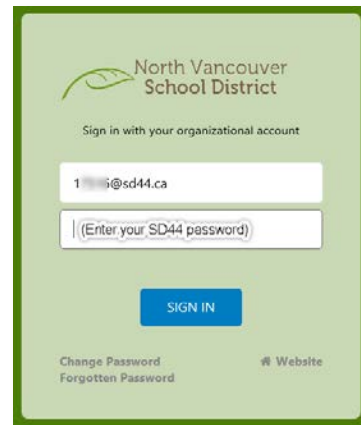
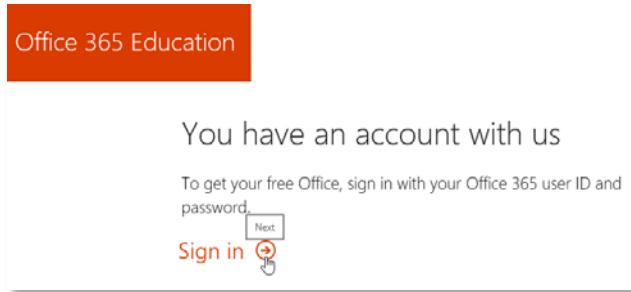
1. Go to [www.office.com/getoffice365](http://www.office.com/getoffice365)
2. Teachers will enter: SD44 email address, which begins with your employee number. Then click 'Get Started'.
3. Students will enter: Active Directory Login & Password (used to sign on to school computers)



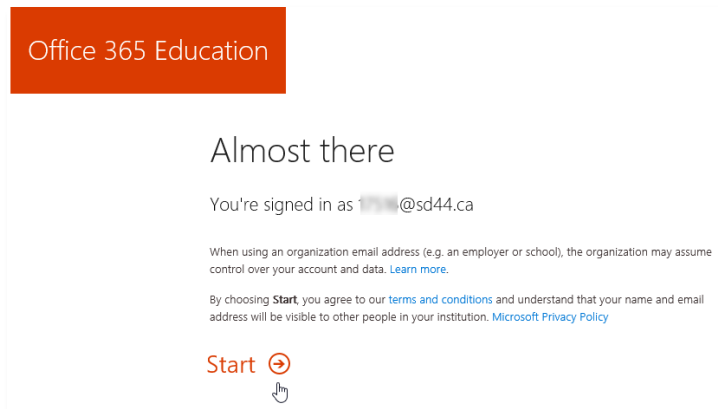
4. Select your status.



5. Once your email is verified, you will be prompted to sign in. Enter your SD44 password.



6. Click 'Start'.



When prompted to send invitations, click 'Skip'.

7. On the right hand side, click 'Install Office apps>Office 2016'.



**\*\*\*Note: Sign in with your SD44 account on your Microsoft mobile apps and your documents can be shared on OneDrive among different devices.**