## How to Access Office 365 to access Microsoft Office

All students in the Vancouver district may download and install a copy of Microsoft Office 2016 for free. Online access is also available.

Office 365

TUDENTS

Sign In

REGISTRATION DAILY BULLETIN

Work or school, or personal Microsoft account

**Office** 

Email or phone
Password
Keep me signed in

in Back

Search this site.

Steps:

- 1) Navigate to: <u>http://go.vsb.bc.ca/schools/thompson</u>
- 2) Click on "Office 365".

**RESULT:** You will be redirected you to the Microsoft Online login page.

Alternatively, you can go to <u>https://login.microsoftonline.com/</u>

3) Enter the following:

| Login user: | yourstudent#@learn.vsb.bc.ca |              |
|-------------|------------------------------|--------------|
| E.g.:       | 123456@learn.vsb.bc.ca       |              |
|             |                              | A CONTRACTOR |

| 4) | Click the TAB key on your keyboard or navigate the cursor to the "Password" fie |                                               |  |
|----|---------------------------------------------------------------------------------|-----------------------------------------------|--|
|    | RESULT:                                                                         | You will be redirected to VSB's sign in page. |  |

5) Enter the following:

Password: *"the same password you would use to log into the school computers"***RESULT:** You now have access to Office 365.

If you do not have an installed copy of Microsoft Office, proceed with step 6.

6) Click on the "Install Office 2016"
 Each VSB student has one free download and install of Microsoft Office 2016.

 Install Office 2016
 SharePoint Sway