

TDSB - Microsoft Office 365 - Home Access

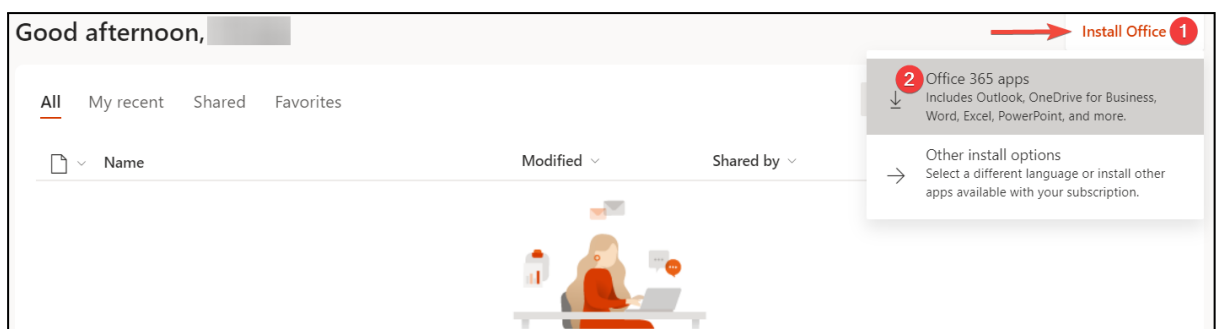
All TDSB students are licensed to use Microsoft Office 365 which will allow them to use **Microsoft Office Online** or download the full desktop version of **Office 365 Pro Plus** for home use on up to **5 personal devices** (PCs or Macs, tablets and smartphones).

TDSB - Microsoft Office 365 - Home Access Instructions

For tablets and smartphones, download the Office 365 products (Word, Excel, etc) from the appropriate app store and sign in with your TDSB email address (firstname.lastname@student.tdsb.on.ca) and TDSB network password.

To access the offering from a computer, perform the following steps.

1. From your personal computer (i.e. non-TDSB owned computer) browse to <https://www.office.com>.
2. Click **Sign in**.
3. Enter your **TDSB email address** (firstname.lastname@student.tdsb.on.ca).
4. Enter your current **TDSB network password**.
5. After you have signed on to Office 365, select **Install Office (1)** from the top right-hand side of your browser window. Then select **Office 365 apps (2)**.



6. The Office setup file should start to download.
7. Once the download is complete, click the file and click Run or Open.
8. Follow the onscreen prompts to complete the install.



Toronto District School Board

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Students Graduating or Leaving the TDSB

If you are graduating or leaving the TDSB, please note that this free account will be de-provisioned and your personal files you have saved on MS OneDrive will no longer be available. You can use Google Drive, your desktop or a thumb drive to back-up all your personal files before you leave the TDSB.