

## How to sign into Microsoft Office if you are a Student

So once you have got Google chrome up and running you have to login to your DCDSB student Office 365 account. See the following steps:

1. Open "Google Chrome" and type in "dcdsb.ca" in your browser.

	٢	dcdsb.ca		Tab
2. Sele	ct "Stud	ents"		
DCDS www.dcd It appear parts of f browser	B dsb.ca ~ s you are trying to the site may not for to its most recent	o access this site usir unction properly for y version at your earlie		
<u>Sti</u> Our deve	Idents students in elected alop the literacy a	ntary seneer		

3. Hover over "Students at the top over the page and then select "Launchpad Learning portal"



Created by DCDSB Assistive Technologist/Assistive Technology Specialists: Jennifer Baal, Donna Conn, Maureen Cope, Kristi Norris



- 4. Under "Teacher Resources," select the "Office 365" App:
- 5. Use your student login <u>userid@dclive.ca</u> and password to sign in

omeone@example.com		
Password		
4		

6. Select "Don't show this again," and then select "Yes"



7. Select a "Word" document

D Description of the sector	w
Sturium Outbut Ordbin Wuud Dati Preeting Onders Jaardens Jaar taa	
Orden Since Terror Control Contrel Control Control Control Control Control Control Control Contro	Word

Created by I\_\_DSB Assistive Technologist/Assistive Technology Specialists: Jennifer Baal, Donna Conn, Maureen Cope, Kristi Norris