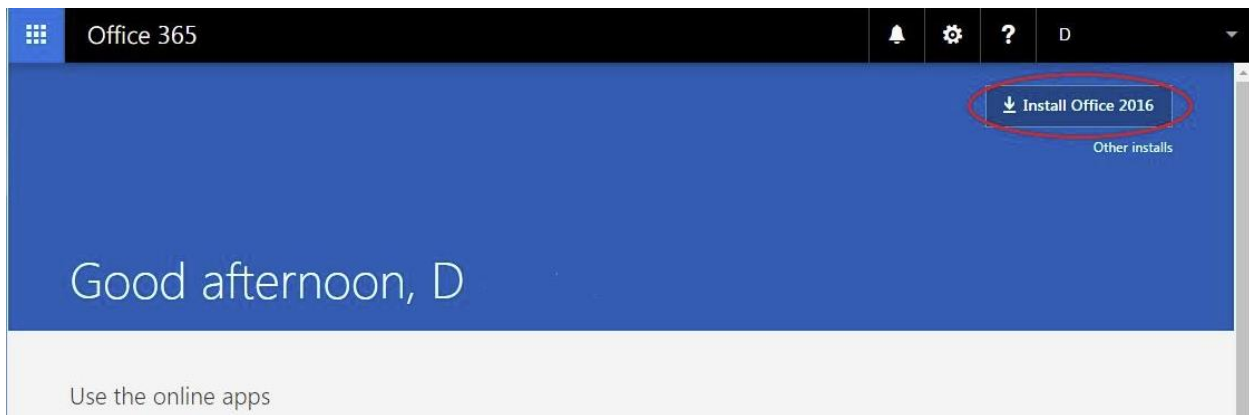


Microsoft Office 2016 Student Home Installation

Microsoft Office is now available for free download for all students at LKDSB. The software is available for you to download and use while you are a student at LKDSB, and can be used on up to 5 personal devices. The download and use is an agreement between you and Microsoft. Support is provided at Microsoft here: <https://support.office.com/>

Windows and Mac Computers

- Open a web browser, enter the following URL <https://portal.office.com>
- Authentication for:
 - **Students** please use the same login used to log into Google, replacing the .com portion of the address with .net.
Student User Name Example:
Google login: Jane.Smith@lkdsb.com
Portal.office.com login: Jane.Smith@lkdsb.net
- Select the Install Office 2016 button in the upper right corner.



- Launch the Office 365 installation from the downloaded file.
- Click Run: the installation will start.
- Click close when the installation has completed
- Office 2016 is now installed and ready to use.

Note: Depending on the age of your computer and the operating system, the Office installation may require you to install updates on your computer before the Office installation can be completed.