Office Installation for Staff/Students Home

Windows and Mac Computers
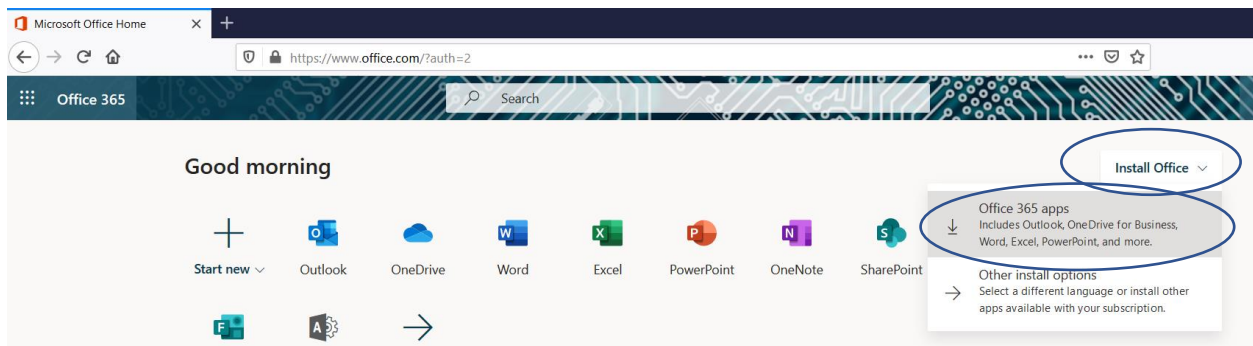
- Open a web browser, enter the following URL https://portal.office.com
- Authentication for:
    - **Staff** please use first.last@lkdsb.net and your password.
    - **Students** please use the same login used to log into Google, replacing the .com portion of the address with .net.
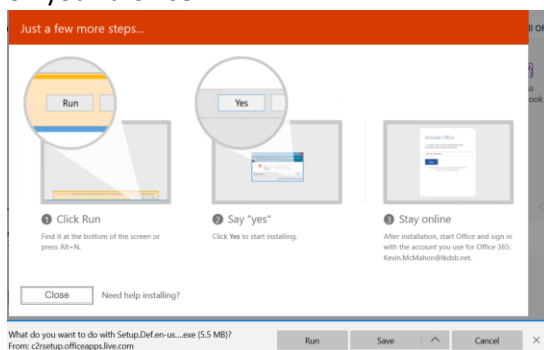
        Student User Name Example:

        Google login: Jane.Smith@lkdsb.com

        Portal.office.com login: Jane.Smith@lkdsb.net

- Select the Install Office in the upper right corner, then Office 365 apps

- Dialog box will appear select with the steps to complete the installation like below, depending on your browser.

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.