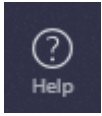


Office 365

Training

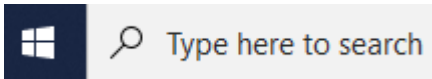


Microsoft has a number of excellent training resources built right into each tool. Look for the **HELP** button.

Training

You can also visit **support.office.com** for more training resources.

Access Office 365 from Teacher Device



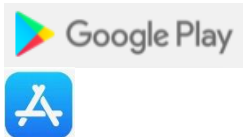
Select the Windows start button to see applications that are pinned to your start menu. Look here for Word, OneNote, Excel, PowerPoint.

You can also search for a specific application.



Select the app you want to use.

Access Office365 app from Mobile Device



Download the Microsoft app you want to use. You will need to download each one separately- Microsoft Word, Microsoft OneNote, Microsoft Outlook etc.

first.last@my.ucds.ca

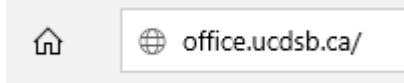
Sign in using your **UCDSB email address**. Do NOT sign up to access your UCDSB content in the app. You already have an account. Your password will be the same as you use to login to school computers.

Access Office 365 Online

Open your browser.



Type **office.ucdsb.ca** into your browser.
Be sure to type this into the address bar directly and do not use the search links.



Select the app launcher in the top left corner to view other apps

Select the app you need