



ONLINE COLLABORATION WITH

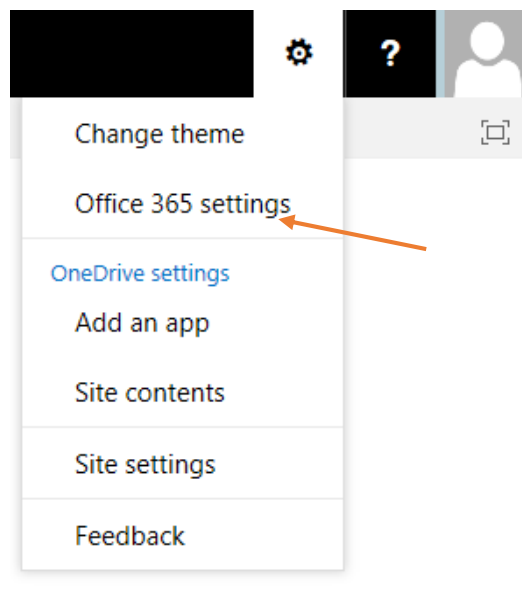


DOWNLOADING OFFICE 2016 OR 2013 FOR HOME USE

Our DDSB O365 licensing includes 5 free copies of Microsoft Office 2016 (MAC version included) that can be downloaded and installed on personal devices.

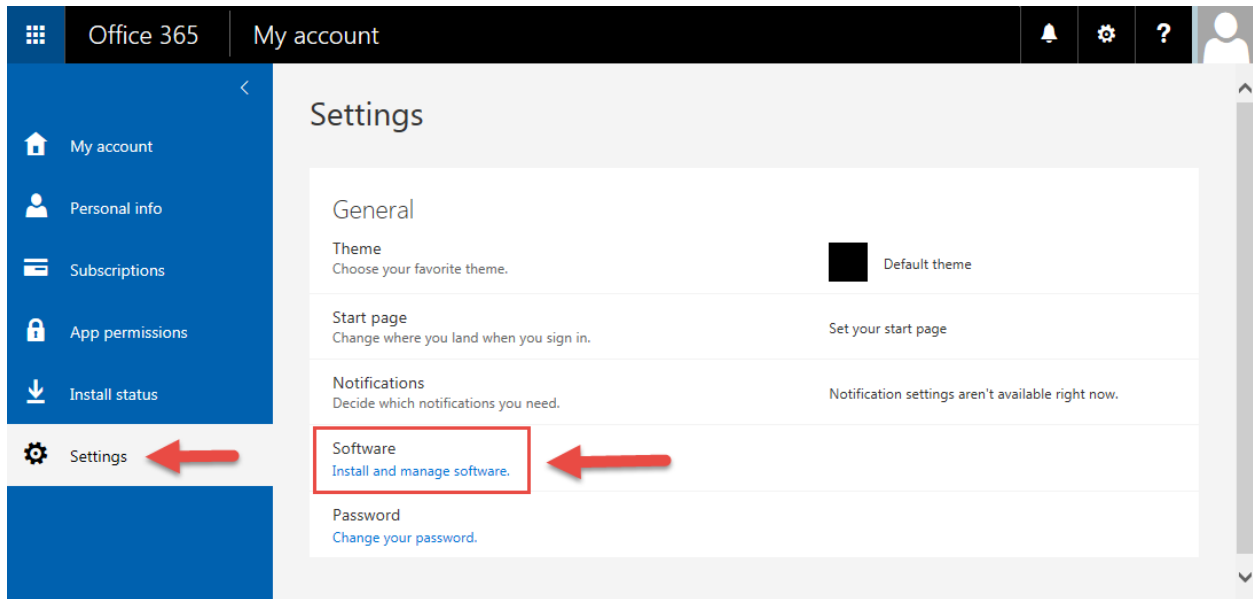
To download and install one of your copies of Office on a computer, log into the DDSB O365 environment. You can do this by clicking on the “Campus O365” link in Mobile Campus (student.ddsbc.ca) and following the log in instructions from *Accessing Student Files O365*.

After you have logged in, click on the gear in the top ribbon and select “Office 365 Settings”.



From here, select “Settings” tab from the menu on the left and click on “Install software.”





Here you will find a list of software that is available for download. Click the install button to begin installation of Office 2016.

Install Office 365 ProPlus with the new 2016 apps (Recommended)

This will install the following apps on your computer: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Skype for Business, OneDrive for Business



Language:

English (United States)

Version:

32-bit (Recommended) **Advanced**

Don't see the language you want? Install one of the languages in the list above and then install a [language accessory pack](#). Additional languages and language accessory packs don't count against your install limit.

[Review system requirements](#)

[Troubleshoot installation](#)

Install

▼ [Install Office 365 ProPlus with the 2013 apps](#) [Why would I install Office 2013?](#)

This will install the Office Pro Plus client which will setup Office. When asked to sign in to get the full features of Office, ensure you are using your Office 365 log in information (S#####@ddsbstudent.ca).



For more information on installing Office using your O365 license, visit
http://bit.ly/downloadoffice_ddsbs

The Durham District School Board is not responsible for any support related to installation of "Office 365 for Business" applications or programs on any personal computing devices. If you require assistance for personal devices, please visit Microsoft Support at <https://support.office.com>

