

◆ Office 365 login: portal.office.com

◆ User login name:

First Initial of First Name+Last Name+Last four digits of his/her MyEdBC ID@LangleySchools.ca (not case sensitive). Example: Login name for Harry Potter, MyEdBC ID #71169 is hpotter1169@langleyschools.ca

◆ Password:

(New) K-5: qwerty.123

(New for 6-7) 6-12: First two letters of first name, first four digits of student number, 2 dollars signs
example: ha1234\$\$

◆ For Grade K – 7:

Students will not have access to Outlook email. Their user account name/password looks like an email account but they will not have the ability to actually email. (decided by the Office 365 Committee with input from teachers)

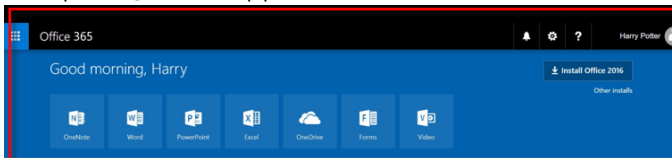
◆ For Grade 8-12:

Students have email access on Office 365 (decided by the Office 365 Committee with input from teachers) Email Address: Same as user login name. When emailing, students will only see other SD35 students. They will need their teacher's email address.

◆ Assigned apps for Grade K-7 Students

•OneNote •Word •Outlook •PowerPoint •Excel •OneDrive •Forms •Video

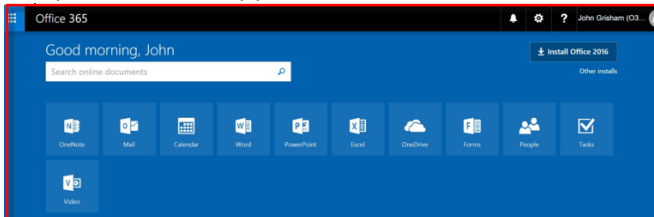
Sample login tiles/apps of a K-7 student:



◆ Assigned apps for Grade 8-12 Students:

•OneNote •Word •PowerPoint •Excel •OneDrive •Forms •Video •Mail •Calendar •People •Tasks.

Sample login tiles/apps of an 8-12 student:



◆ Suggestions for file management:

- folder names: suggested: Div X or Teacher>NameOfContent> 2019-2020
 - Div4 Virus Project 2019-2020
- file names: suggested: LastName ObviousFileName
 - Potter Virus Stats

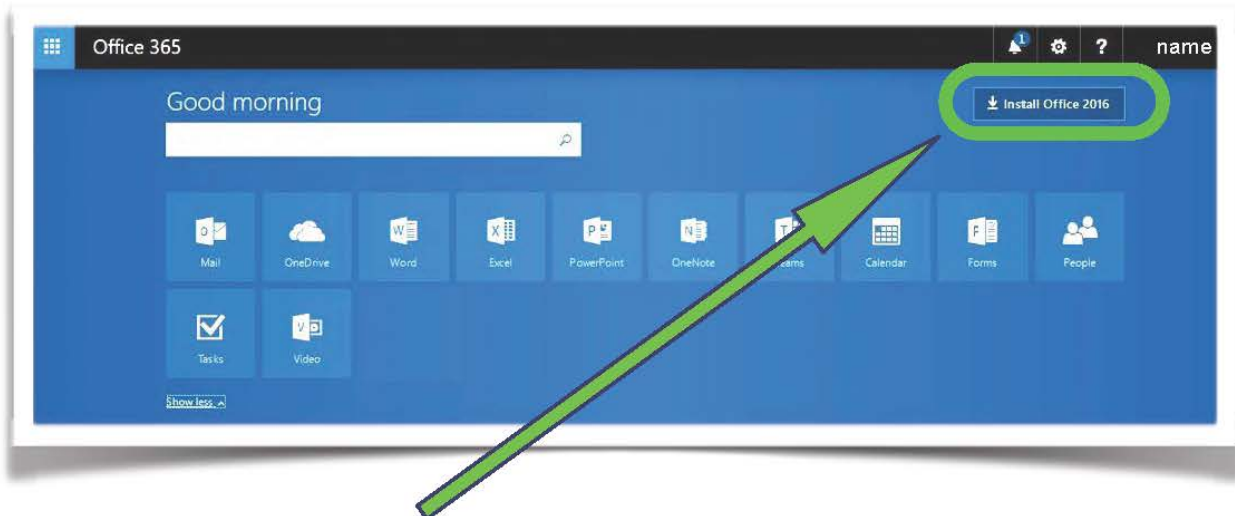
◆ Troubleshooting student login challenges

(New) Submit to the Help Desk a ticket. Multiple students can be included on one ticket entry. Please ensure you have include the student names AND PENS.

Download Microsoft Office for free

All Langley students and staff have 5 Microsoft Office licenses which they can download for free on any device (their own, a family member's). To take advantage of this, please follow these directions:

1. Open a web browser on the device that you want to download Microsoft Office to (computer, laptop, tablet).
2. Enter portal.office.com in the URL bar
3. Log in with student username and password.
4. This Office 365 dashboard will display:



5. Click on "Install Office 2016" or "Install Office Apps"
6. After the install has downloaded, click on the install file to run the application. This process will vary depending on your operating system.
7. Follow the on-screen prompts to complete the install (this usually takes several minutes).
8. When the install is finished, you should see this message:
9. Log out of the dashboard



Please note: This install includes: Word, PowerPoint, Excel and OneNote.
For other free Microsoft applications (OneDrive, Office Lens, Teams), visit the app store