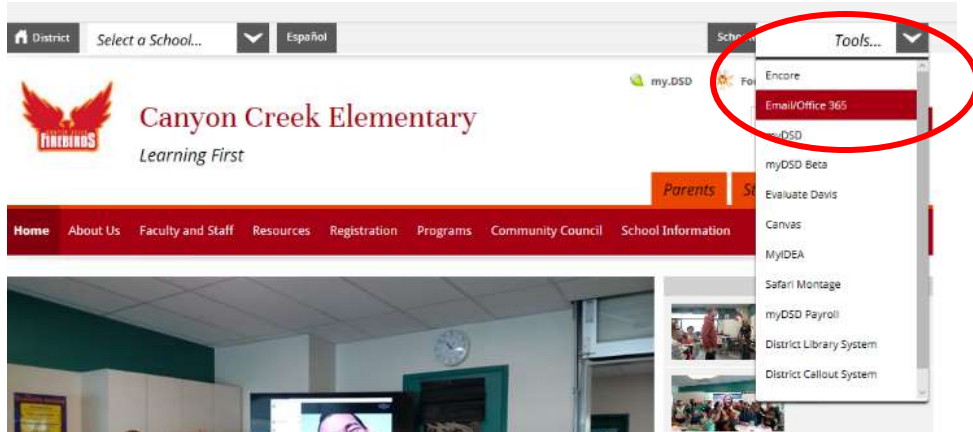


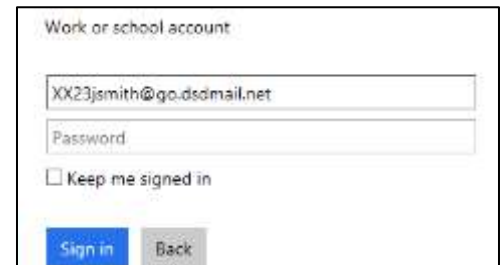
Office 365 for Students

Every Davis School District student and employee has access to Office 365 and the ability to download Office 2016 Pro Plus on up to 5 devices. Get started

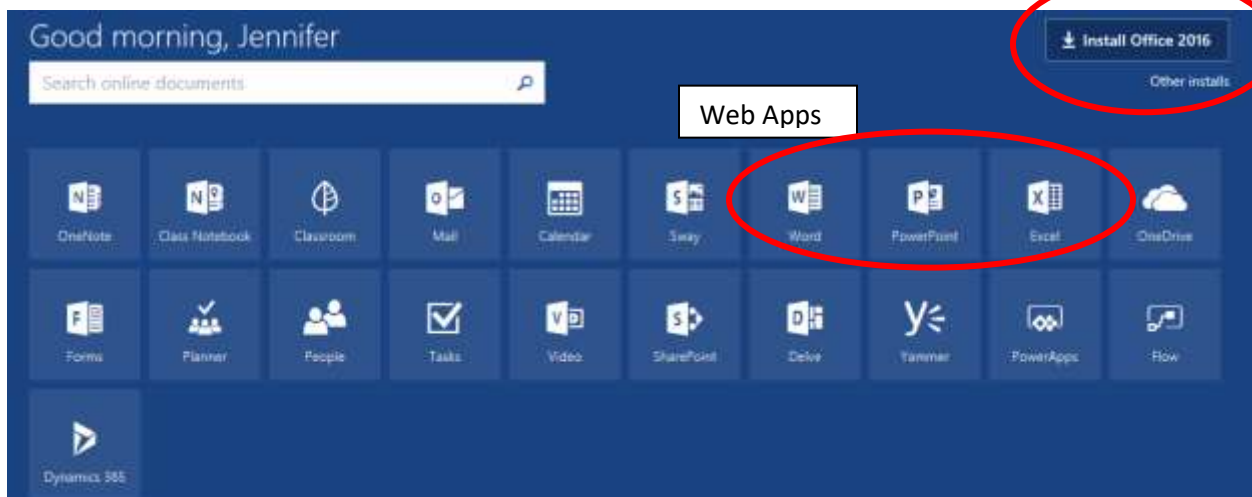
1. Go to the school or district website > Click on Tools (in the top right corner) > select Email/Office365



2. Log in with your district or student email address. This will be the same username that students log into the computer with followed by @go.dsdmail.net and their pin number



3. After successfully logging in you will be taken to the Office 365 splash page where you can download Office 2016



4. Follow the prompts to install the software
Note: Office 2016 can be installed on MAC and PC, students also have access to the Web Apps if you do not want to download the entire software package.

We highly encourage students to save to their OneDrive account so that they can access files from home or school. Please note that if you have multiple students in your household accessing Office 365 and OneDrive the computer may have difficulties switching between accounts. To prevent any problems it's a good idea to have your students open an InPrivate Browsing window to log into Office 365. Various browsers handle this differently please refer instructions below.

Windows 10 Edge Browser

Open the Edge Browser > click on the ... (upper right corner) > select New InPrivate Window > when the new window opens type in <http://Portal.office.com> and log in with email address and password.



Internet Explorer

Open the Internet Explorer > click on the Gear icon (upper right corner) > select Safety > InPrivate Browsing > When the new window opens type in <http://Portal.office.com> and log in with email address and password.



Google Chrome

Open Chrome > Click on the three dots (upper right corner) > Select New Incognito Window > When the new window opens type in <http://Portal.office.com> and log in with email address and password.



Mozilla Firefox

Open Firefox > Click the three lines (top right corner) > Select New Private Window > When the new window opens type in <http://Portal.office.com> and log in with email address and password.

