

To download Microsoft Office:

1. Go to [Portal.office.com](https://portal.office.com) and sign in with **username@bt.ad.diisd.org**.
NOTE: DO NOT use your **@stu.kingsford.org** as this will not work.

For example, senior John Smith would be **22smijo@bt.ad.diisd.org** NOT **22smijo@stu.kingsford.org**.

2. Once you sign in, the following, or something similar, should appear:

These icons will open Office 365 which is Microsoft's Google Docs equivalent.

Click to Install Office on your Mac or Windows computer

In the image above, you can see the options for installing Office and accessing Office 365.

Also, as in Google Docs, you will be able to store documents in your Office.com cloud storage which is called OneDrive.

NOTE: There is a post on the Chromebook homepage with details on accessing MS Office.