

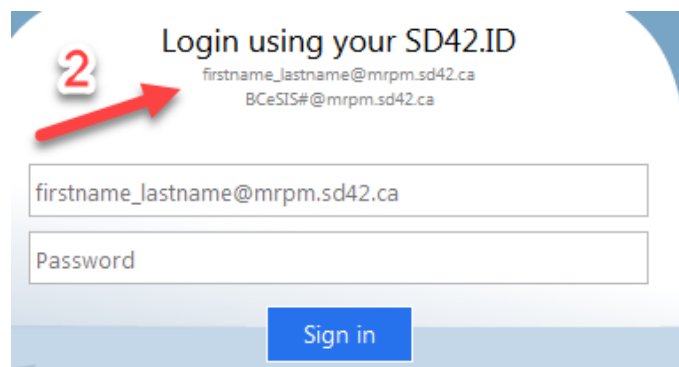
Get Microsoft Office 2016 - Free

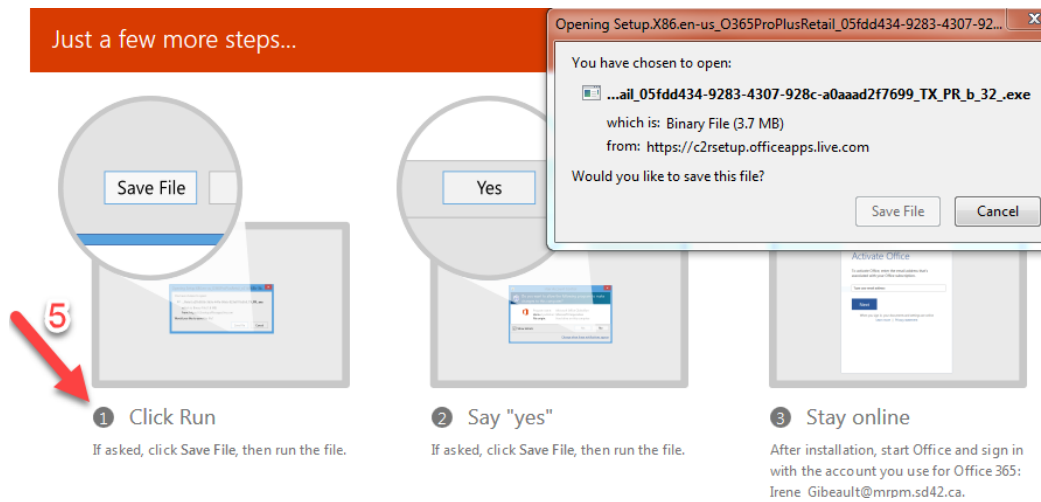
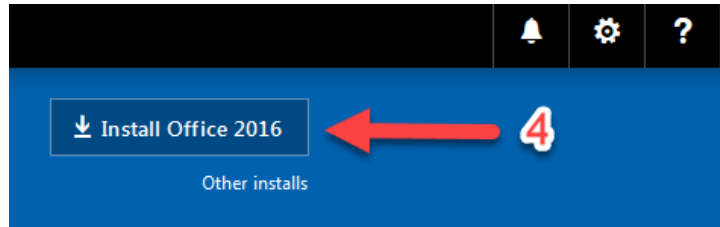
All SD42 students and staff have free access to Microsoft Office 2016. You may download MS Office 2016 onto home computers and laptops (maximum of 5 downloads).

Note: Parents must sign the **Internet Use** permission form on the **Parent Portal** before access to Office 365 is permitted.

To download Office 2016 to your computer:

1. On the **GSS Library** homepage – <http://schools.sd42.ca/gsslibrary/> – click the **Office 365** button.
2. Sign into Office 365 using your SD42 login credentials. See **Note** on next page for credentials.
3. Click the **Office 365** button.
4. Click the **Install Office 2016** button.
5. Follow the download instructions.





Note: To sign into Office – online or on your computer – use your SD42 login credentials:

- Teacher
 - Username: **firstname_lastname@mrpm.sd42.ca**
 - Password: **your email password**
- Student
 - Username: **student number@mrpm.sd42.ca**
 - Password: **your computer/Wi-Fi password**