

Parents Guide to Office 365 Tools

St. Bernadette Elementary

What is Office 365?

- Office 365 is an integrated experience of apps and services. It includes apps like Word, Excel, PowerPoint, and more, updated monthly with the latest features and security updates.



Getting Started!

- Your child was provided with a secure login and password that is unique to them.
- This will allow you to access Office 365 at home.
- If you do not have this information, it may be in your child's agenda. If you can not find it, please **email** their classroom teacher.



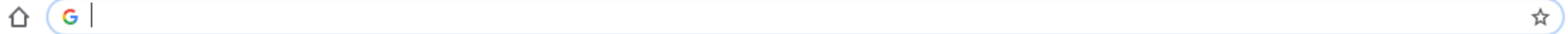
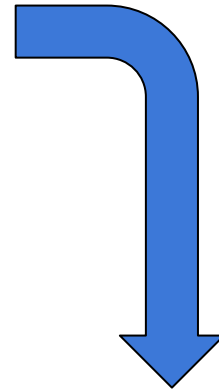
Step 1...

- Click on the Google Chrome browser icon.



Step 2...

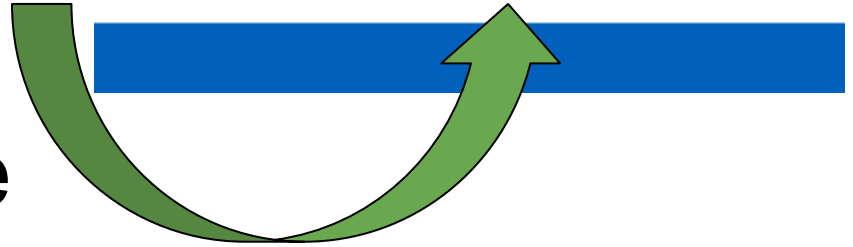
- Type `https://www.office.com` into your web address bar.



Step 3...

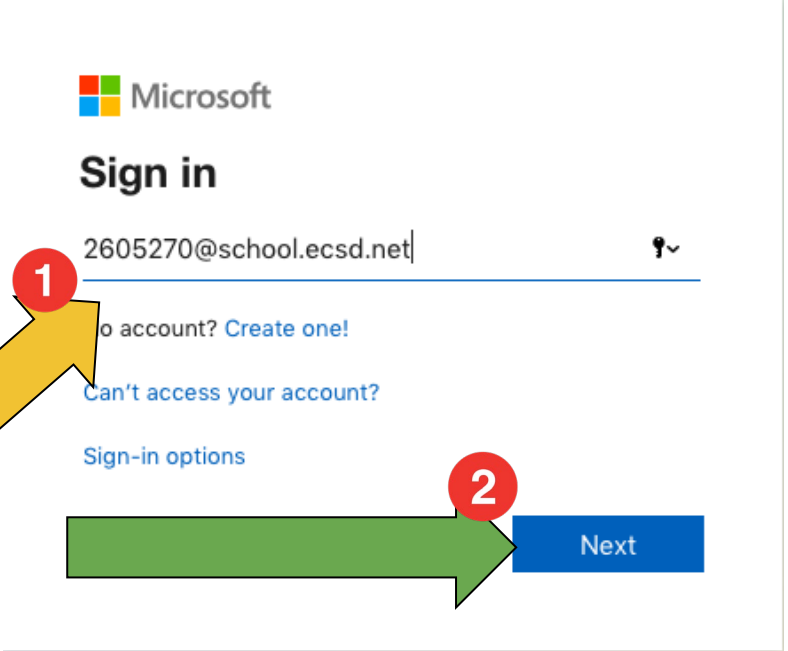
- Click on “SIGN IN” in the upper right hand corner of the website.

All Microsoft v Sign in 



Step 4...

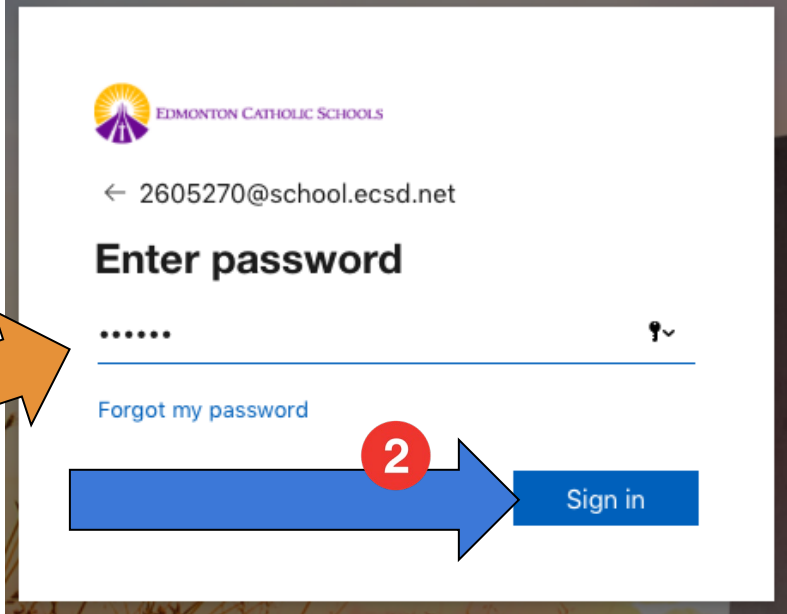
- Type in your child's Google email address & click "next."
- Their email address will be their computer login number followed by "@school.ecsd.net"



The screenshot shows a Microsoft sign-in interface. At the top left is the Microsoft logo. Below it is the text "Sign in". A text input field contains the email address "2605270@school.ecsd.net". To the right of the input field is a small icon of a person with a checkmark. Below the input field are three links: "No account? Create one!", "Can't access your account?", and "Sign-in options". At the bottom right is a blue button labeled "Next". A yellow arrow with a red circle containing the number "1" points to the input field. A green arrow with a red circle containing the number "2" points to the "Next" button.

Step 5...

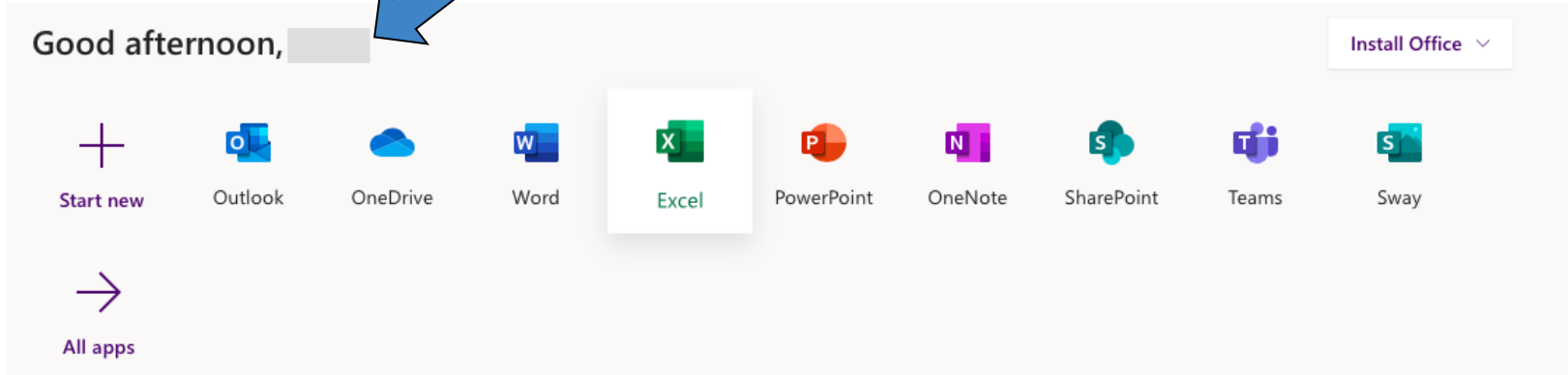
- Type in your child's password and click "sign in."



The screenshot shows the login interface for Edmonton Catholic Schools. At the top left is the school's logo, a purple and yellow sunburst with a cross, followed by the text "EDMONTON CATHOLIC SCHOOLS". Below this is the email address "← 2605270@school.ecsd.net". The main heading is "Enter password". Underneath is a password input field containing six dots, with a small eye icon on the right to toggle visibility. Below the input field is a blue link that says "Forgot my password". At the bottom right is a blue "Sign in" button. Two arrows are overlaid on the image: a large orange arrow labeled "1" points to the password input field, and a blue arrow labeled "2" points to the "Sign in" button.

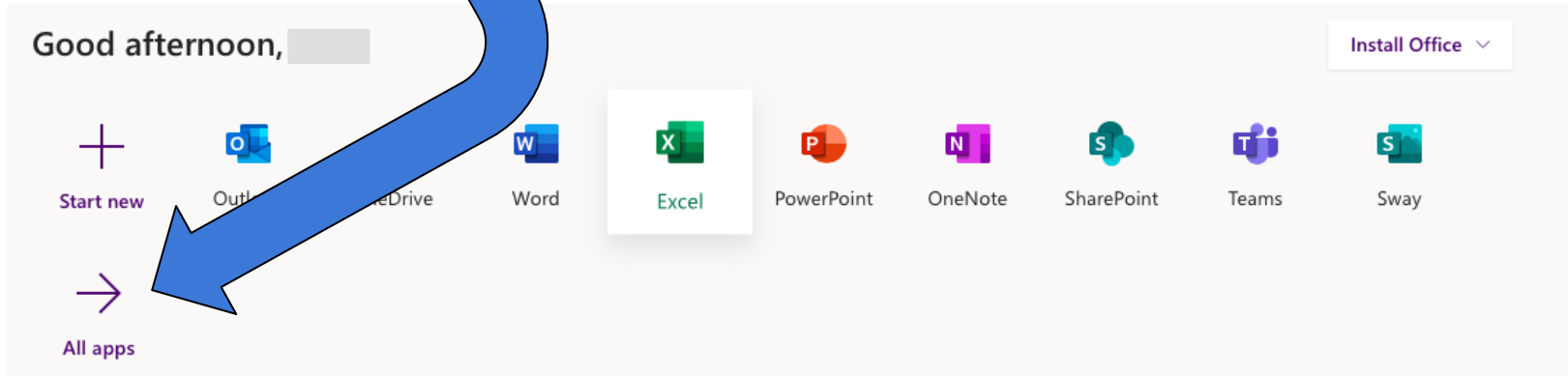
Step 6...

- Now you will see that you are signed in. It will have your child's first name here.



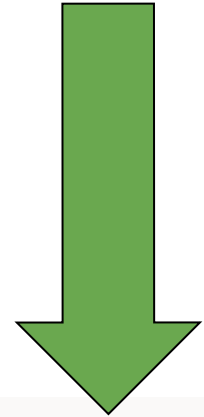
Step 7...

- Now you are free to use any of the apps listed there. Click the  image to see all of the apps.



Step 8...

- To install the Office 365 app's to your computer, please click on the “Install Office” button.



Good afternoon,

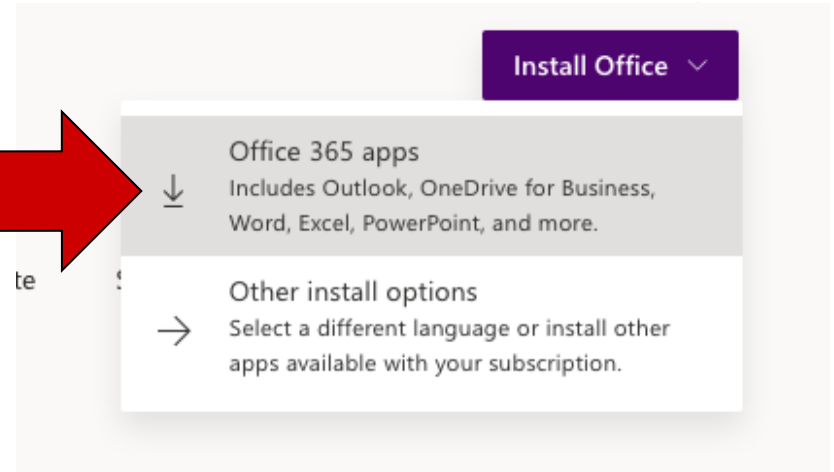
[Start new](#) [Outlook](#) [OneDrive](#) [Word](#) [Excel](#) [PowerPoint](#) [OneNote](#) [SharePoint](#) [Teams](#) [Sway](#)

[All apps](#)

[Install Office](#) ▾

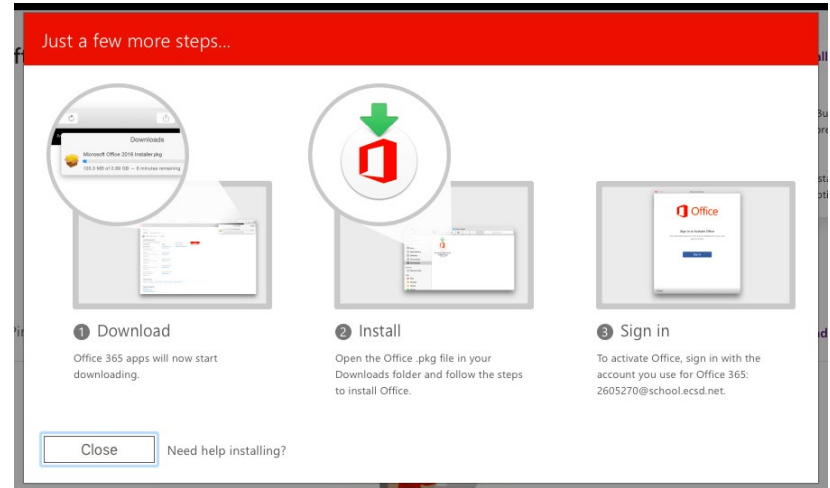
Step 9...

- Click on the first option that says, “Office 365 apps.”



Step 10...

- Please follow the steps and prompts as it guides you through the installation process.



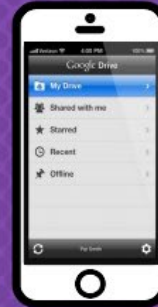
ACCESS

Don't forget that you can install Office 365 apps (including Teams, OneDrive & Outlook) for FREE on your Android/ iOS mobile device!
- Just login with your ECSD email & password!

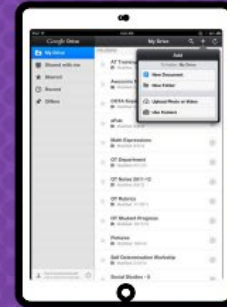
ANYWHERE



ANDROID



IPHONE



TABLET



DESKTOP