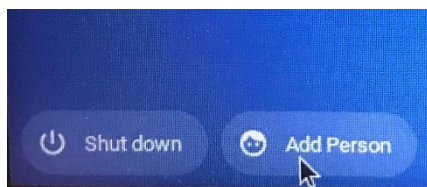




Office 365 for Students – Log in Instructions

Students can access Office 365 (Word, Excel, Powerpoint, OneDrive etc.) on a Chromebook by logging into the Chromebook with their SD83 email address, then clicking on the Office 365 link on our school website. Below are some step by step instructions.

Step 1: Click on the Add Person button in the bottom left corner of the guest login screen.

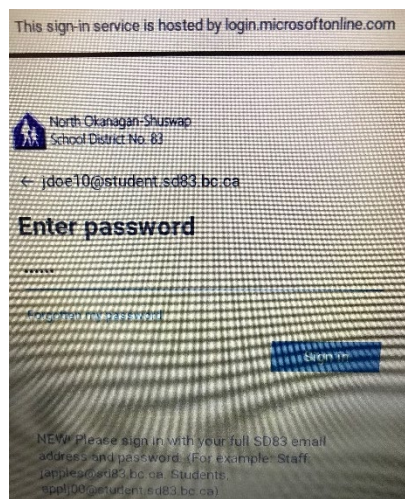
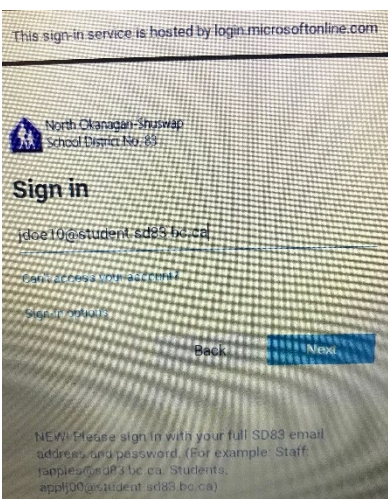
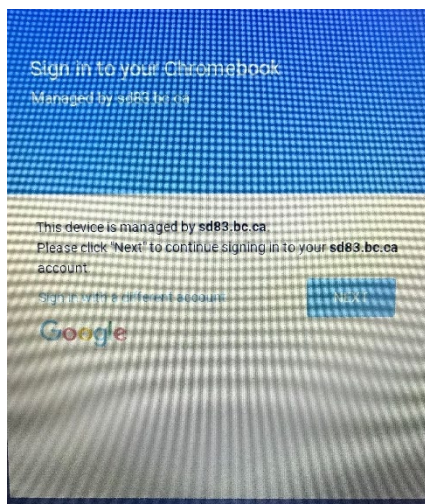


Step 2: Follow the instructions that follow to log into the Chromebook.

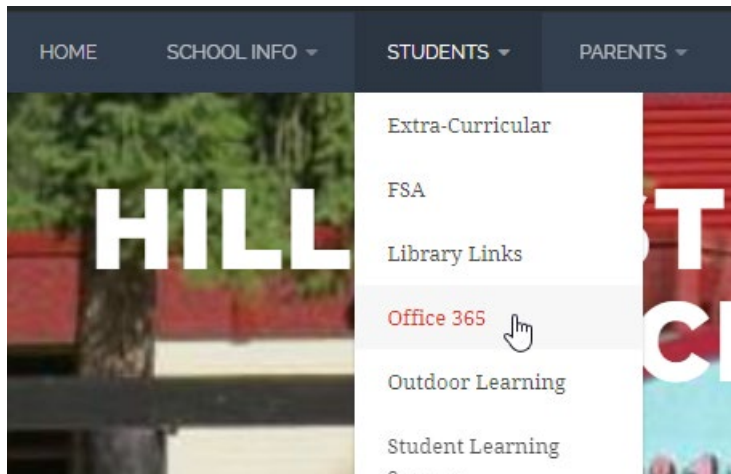
Students should use their computer username followed by @student.sd83.bc.ca and your regular computer password to log into your Office 365 account.

Username: studentusername@student.sd83.bc.ca

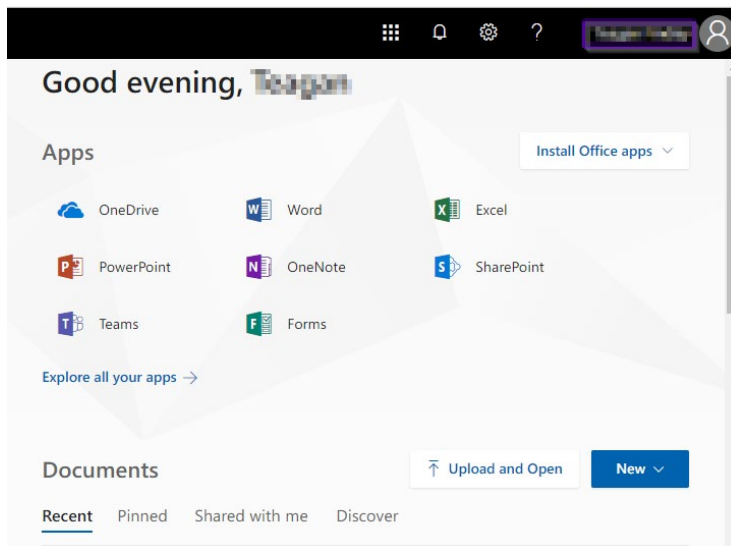
Password: *studentpassword*



Step 3: Go to the Hillcrest Website (<https://hil.sd83.bc.ca>) and click on STUDENTS
→ Office 365 from the drop down menu at the top.



Step 4: Students should be able to create new word documents, Powerpoint presentations, and other Office 365 document just like staff can. Everything they do in Office 365 is saved automatically to their OneDrive.



Note: it may take 20-30min for a student's office 365 account to be created the first time they log in.