



Vancouver School Board

VSB Employees and Students: Install free copies of Microsoft Office on your own devices

Author:	Brian Kuhn, Director of Technology and CIO
Date:	February 11, 2015
Intended audience:	VSB Employees
Version:	1.0

Overview

The Vancouver School Board (VSB) licenses Microsoft Office software for use on the computers and mobile devices purchased by schools and the District. Through this software license, Microsoft now grants all VSB employees and students the right to download and install copies of Office software on **up to 5 personally owned Windows and OSX computers and up to 5 personally owned mobile devices** (iPad, iPhone, Android). The software will continue to fully function for employees while employed by the VSB and for students while enrolled in a VSB school. Once an employee's or student's status changes, the software will function in read-only mode allowing continued access to existing documents.

This opportunity is provided through the VSB's access to Microsoft's Office 365 service. Details are provided below for how employees and students are able to access this.

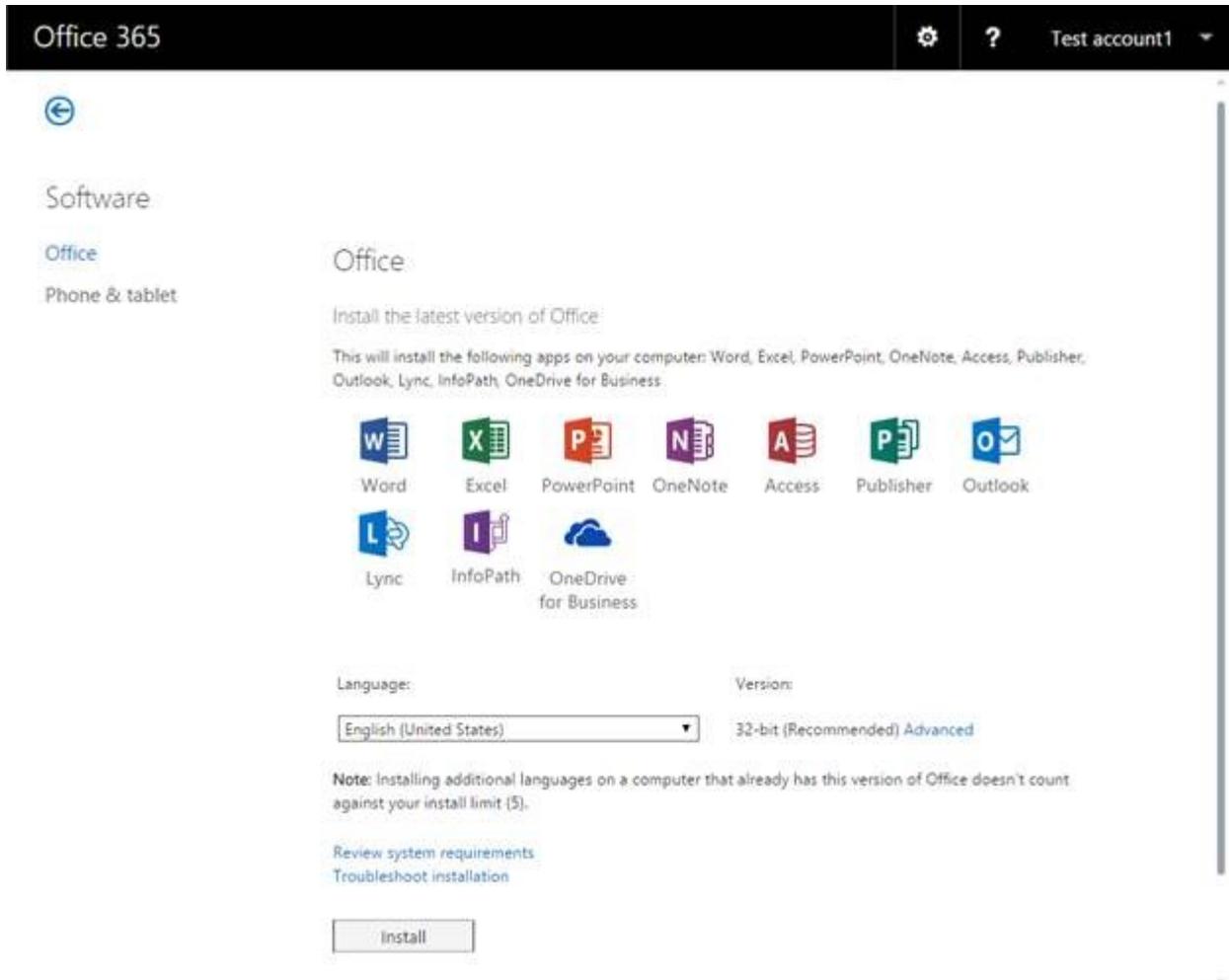
This communication is not provided directly to students. Schools should consider how they might communicate this to their students. You can access this document [on myVSB here](#).

How do I install Microsoft Office on my Microsoft Windows, Mac OSX, iPad, iPhone, iPod Touch personally owned devices?

On a Windows or Mac computer or an iPhone, iPad, or Android, enter <https://login.microsoftonline.com> into your computers Internet browser and login with your VSB user-id and password when prompted. Screens shown here represent the experience on a Windows computer.

<p>Initial Login Screen Enter your VSB-userid@vsb.bc.ca and tab, click, or tap the "Password" field to access the VSB Office 365 Login Screen (see right)</p>	<p>VSB Office 365 Login Screen Enter your VSB password</p>
	

Once logged-in, the following screen should be displayed (example shown is the Windows computer experience, it will vary depending on the device used):



*If you are using an iPad, iPhone, or Android, make sure to select the “Phone & Tablet” option on the left to display your installation choices for those types of devices.

If you encounter difficulties, please be sure to use the link to *review system requirements* to confirm your device is compatible, use the link *Troubleshoot installation*, or visit one of these online pages to access help including online chat with technical support:

- [Installing Office](#)
- [Getting Help](#)

Using Office Apps on iPad, iPhone, iPod Touch, and Android

The Word, Excel, PowerPoint, and OneNote mobile apps allow creation of documents directly on your mobile device. You can email the documents to yourself or others to further edit them on Windows or Mac computers, or to print them.