

How to Access Office 365 to access Microsoft Office

All students in the Vancouver district may download and install a copy of Microsoft Office 2016 for free. Online access is also available.

Steps:

1) Navigate to: <http://go.vsb.bc.ca/schools/thompson>

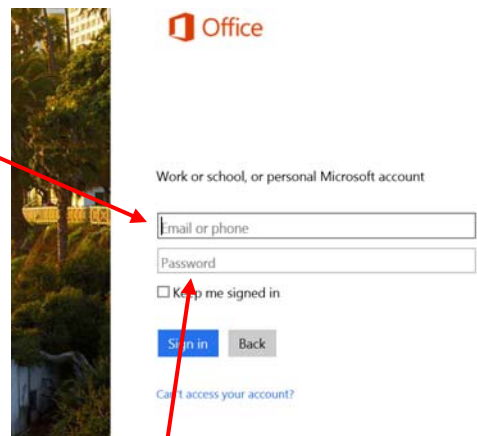
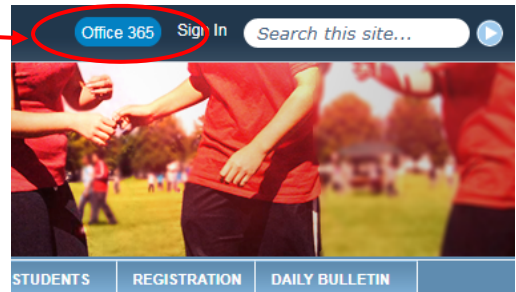
2) Click on "Office 365".

RESULT: You will be redirected you to the Microsoft Online login page.

Alternatively, you can go to <https://login.microsoftonline.com/>

3) Enter the following:

Login user: yourstudent#@learn.vsb.bc.ca
E.g.: 123456@learn.vsb.bc.ca



4) Click the TAB key on your keyboard or navigate the cursor to the "Password" field

RESULT: You will be redirected to VSB's sign in page.

5) Enter the following:

Password: *"the same password you would use to log into the school computers"*

RESULT: You now have access to Office 365.

If you do not have an installed copy of Microsoft Office, proceed with step 6.

- 6) Click on the “Install Office 2016”
- Each VSB student has one free download and install of Microsoft Office 2016.

