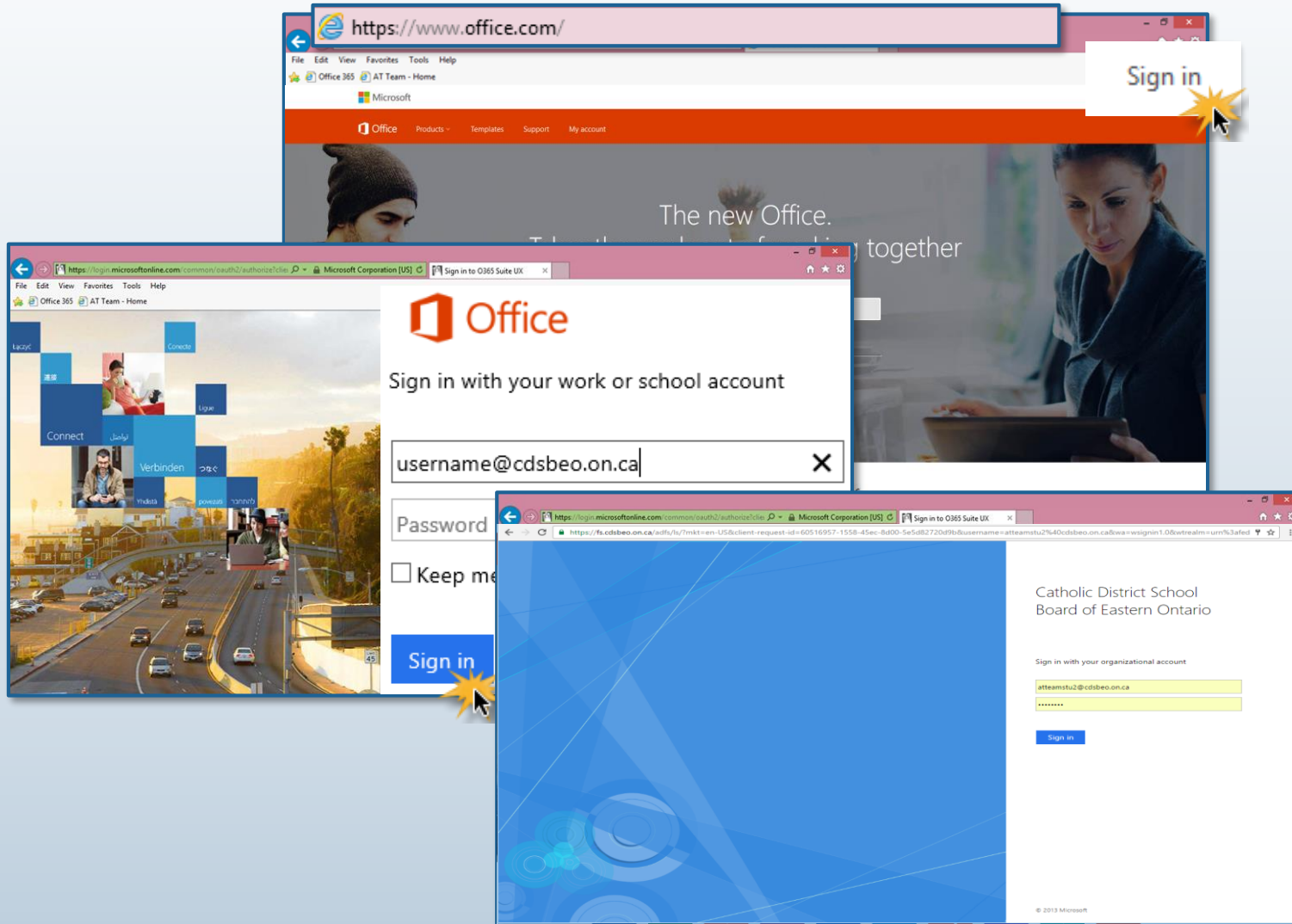




In Action: Sign Into Office 365



Type office.com into the Browser Bar at the top of the screen

Click Sign In to open the Microsoft Office Sign In screen

Type your Username
(**staff:** *firstname.lastname@cdsbeo.on.ca*;
Student: *mwhit0123@cdsbeo.on.ca*)

You will be taken to the CDSBEO Login Page

Use your school account Password

Click Sign In

Your Office 365 screen opens





In Action: *Open OneDrive*

To ensure your work is saved in OneDrive, always use OneDrive as the starting point.

The screenshot shows the Office 365 dashboard. At the top left, it says "Office 365" next to a grid icon. To the right is the logo for "CATHOLIC DISTRICT SCHOOL BOARD OF EASTERN ONTARIO". Below the header, there's a "Good morning" greeting and a search bar labeled "Search online documents". A notification bubble for "Install Office 2016" is visible, with a "Next" button. Below the search bar, there's a section titled "Use the online apps" with a grid of icons for OneNote, Classroom, Mail, Calendar, Sway, Word, PowerPoint, Excel, OneDrive, Forms, Planner, People, Tasks, Video, SharePoint, Delve, and Yammer. At the bottom, there's a section titled "Your recent online documents".

Once you have signed into Office 365 all of your Office apps and saved work is available.

