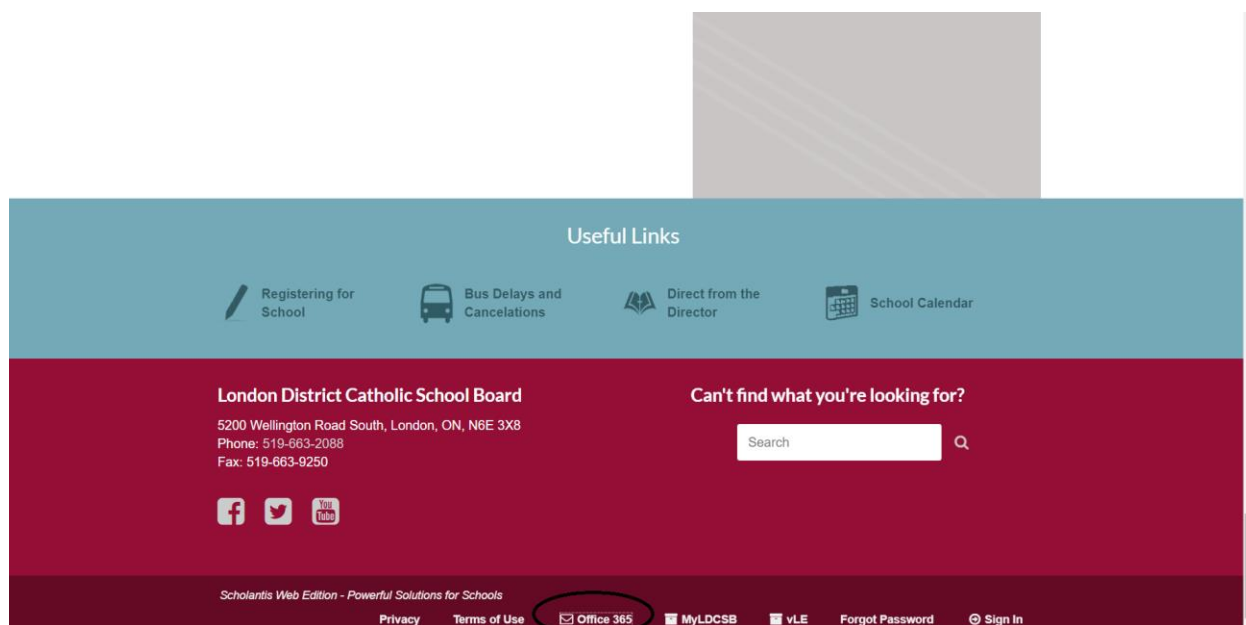
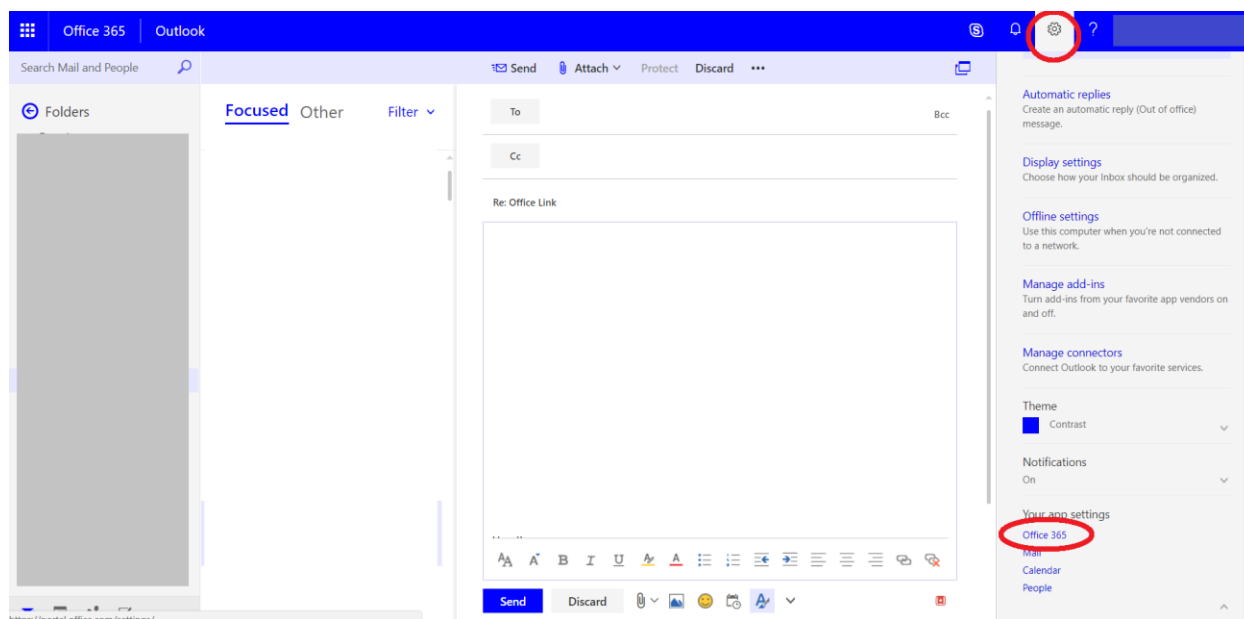


How to Download the Full Version of Office 2016 for Free

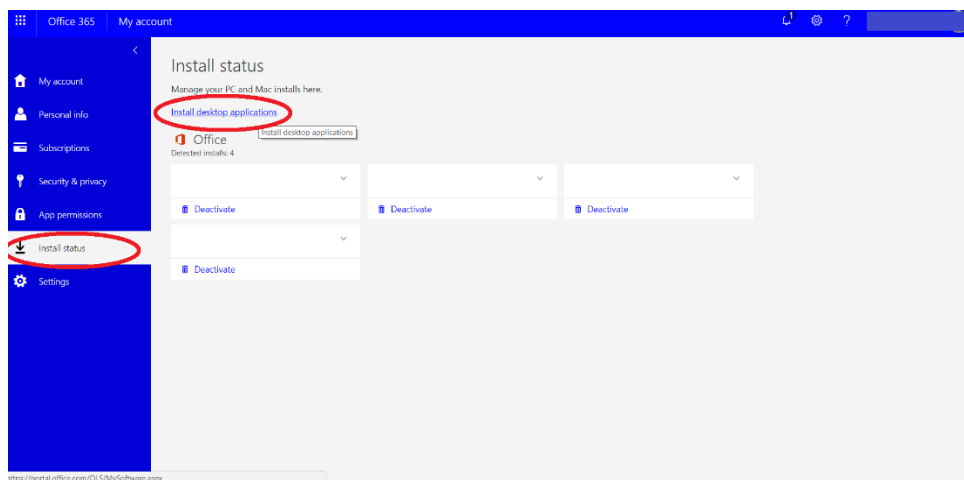
1. Go to the LDCSB website.
2. Scroll down to the bottom of the page.
3. Click on Office 365.



4. Log in using your student credentials: **YourStudentNumber@ldcsb.org** and your password
5. You should now see your board email. Click on the **gear** icon in the top-right corner
6. A new side window will launch. Scroll down until you find **Office 365**. Click on it.



7. On the next page, click on **install status**. (The Install Status page shows you how many active installations you have. You can have a total of 5, and you can deactivate and add new installations as you see fit. This means, for example, that if have four computers in your house, you could install Office on each device. Remember, however, that each installation will be connected to one user's online account.)
8. Click on **Install Desktop Applications**.



9. If you are installing Office 2016 on a laptop, make sure the laptop's power cord is plugged in; the installation might take a while.
10. Click **install**. Please note that Office 2016 includes many useful tools, including a fully functional version of Publisher.

