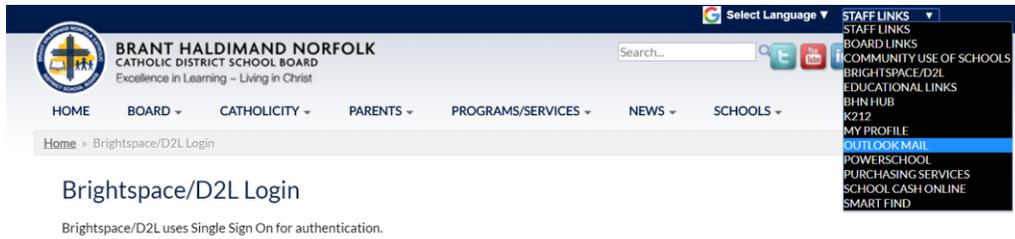
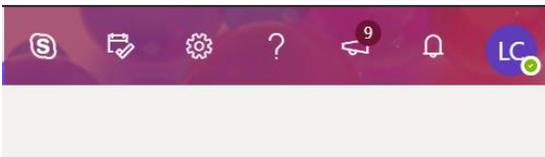
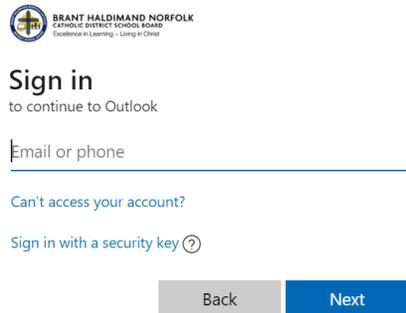


How to Download the Microsoft Office Suite at Home:

Log in to your Outlook account via the bhncdsb.ca website. (Choose Staff Links—Outlook Mail)



Sign in using your @bhncdsb.ca email address and password:



Click on the initials (or picture) that appear on the top right of your screen. You should see the menu options shown below.

Choose “My account”

From here, Choose the “Install Office” option. It will download the executable (.exe) file and prompt you with instructions to download your copy of office. Each student has up to five installations on five separate machines.

