

* Installation instructions are available after logging into the student school email account:

Select “**Install Office**” in the top right corner and follow the instructions.

* Students can access their school email accounts at[**http://aka.ms/Y0o21h**](http://aka.ms/Y0o21h), on the school division website ([www.pacsd.ca](http://www.pacsd.ca)) or the school webpage ([www.mysmhs.ca](http://www.mysmhs.ca))

**How does a student install**

**Office 365 on a personal computer,**

**tablet or mobile devices?**

#### **École St. Mary High School**

380- 14th Street West

Phone: 953-7544

* No. The Microsoft Office that the student had purchased was a consumer product.

**Will a student receive credit**

**or compensation if the student**

**recently purchased Microsoft Office**

**and the student is now also eligible for free Office 365 through the school?**

* Office 365 Education is a collection of services that is available, for free, to a student who is currently attending a school in Prince Albert Catholic school division and has a Microsoft Outlook email student account.
* Office 365 Education allows a student to access Microsoft applications, such as Word, Excel, PowerPoint and OneNote, as well as OneDrive online storage (1 TB). These applications work on PC and Mac platforms and have apps that can be activated on an iPad, iPhone and Android Phone.
* Office 365 Education allows a student the opportunity to install Office 365 on 5 personal computers and 5 tablets owned by the student.

**What is Office 365 Education?**

**Free**

**Office 365 for Students:**

**What You Need to Know**

**Administration**

Principal

Mark Phaneuf

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Vice-Principal

Dwayne Gareau

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Vice-Principal

Jason Bourdon

jason.bourdon@pacsd.ca

**If you have any questions regarding email accounts or Office 365, please contact the school.**

**Can the student share the Office 365ProPlus download opportunities with anyone else?**

**What are the eligibility requirements?**

**Who manages the online services of the student email account and OneDrive?**

* The student must be **registered** with the Prince Albert Catholic School Division.
* The student and parent must have signed the “Information Technology Acceptable Use Student Agreement” on the school registration form.
* The student must have a school division email account and internet access.

* At the discretion of the Principal, permissions and access can be changed by the school’s IT administrator, at any time.
* Since the online services are associated with the school, it is expected that content stored on OneDrive, and messages sent from the Microsoft Outlook student email account are school-appropriate.

* Office 365 Education is only licensed for use by the eligible student.

**On which devices can Office 365 be installed by the student, and what are the system requirements?**

* The student must access the Microsoft Outlook student email account: [**www.microsoftonline.com**](http://www.microsoftonline.com)
* The student must enter a **username**. It consists of the school computer account username (first name.last name) and the division domain (@pacatholic.ca):

**susan.smith@pacatholic.ca**

* The student must enter a **password**. It is the same password the student uses for the school computer account.
* Since the school email account is connected to the school computer account, the password for the email account will change every time the password for the school computer account is changed. This may require a wait-time of 30 minutes.

**How does a student access Office 365?**

* First a student must install Office 365 on the tablet. This would count towards the limit of installing it on 5 tablets.
* The student must then sign into the school email account to access Microsoft Office Online and One Drive.

**How can a student access Microsoft Office and OneDrive on a tablet?**

  Office 365 ProPlus can be installed on PC and Windows tablets (Windows 7 operating systems or higher), and Macs (Mac OS X 10.6 operating systems or higher).

* Office 365 ProPlus can be installed on iPads (version 7.0 or higher). For more information about installation on mobile devices, visit [www.office.com/mobile](http://office.microsoft.com/en-us/business/redir/FX010246245.aspx).

**How long is a student allowed to use the Office 365 subscription?**

* The Office 365 subscription is available while the student is attending a Prince Albert Catholic school, and ends when the student graduates or leaves the division.
* When the Office 365 subscription ends, the Office applications enter a reduced-functionality mode. This means that documents can be viewed but not edited, new documents cannot be created, and online services associated with the school email, such as Office Online and OneDrive, will no longer work.
* If the student decides to continue with a consumer subscription to Office 365, the student should ensure the transfer of all files from the school OneDrive account to a personal OneDrive account before leaving the school division.

**How long can the plan be used?**