Open your browser and navigate to <u>http://office.dsbn.org</u> and you should end up at the Office 365 login screen below. Enter your DSBN email address and click the *Sign In* button. You do not require your password for this step.



- You should arrive at the DSBN login screen below, asking for username and password. In the username field, enter "DSBNAC\username" (where username is your DSBN username). In the password field, enter your DSBN password.
- On the Get started with Office 365 page, click on the PC & Mac tab and you will see the available software for install. Click 'Install' and then select Run from the popup message at the bottom of the screen. If you don't end up on the Get started page, see step 4 below, otherwise skip to step 5.





4. If you end up at the OneDrive home page below, click on the gear icon in the upper right hand corner and choose 'Office 365 Settings' and return to step 3.

Coffice 365	Newsfeed OneDrive Sites	AleStudent, Tsc -
BROWSE FILES LIBRARY		Office 365 settings
Search OneDrive           My Documents	OneDrive for Business Documents	OneDrive Add an app
Followed Documents Shared with Me	Welcome to your OneDrive for Business, the place to store, sync, and share your work. Documents are private until shared. Learn more here. Dismiss	Site contents Site settings
Site Folders Recycle Bin	() new	Feedback
Recent Documents We couldn't find any recently used documents for you.	Shared with Everyone August 14 🐉 🗌 AleStudent, Tsc	

5. While the installer runs, you will be prompted with a mini setup for Office. You can accept defaults and use recommended settings through the steps below to complete the installation. Sign in using your DSBN email address to link to One Drive and you are done.

Office is installing in the background (29%) You can use your programs now, but please don't go offline or restart your computer.	Velcome to your new Office. We think you'l low it. Let's get statted.
Confine      First things first.     Provide the former of the first order of the last order of t	C Office Sign in and get the most out of Office. When you ago in you can sure you document online to access them almost anywhere and share with anyone. Your strain are also order to you in a way you is find. Uncertain a real forward the strain of the way you is find. The strain of the strai
Sign in What email address would you like to use to sign in to Office? If you already have an account that you use with Office or other Microsoft services, enter it here). Type your email address Next When you sign in, your documents and settings are online Lear more Privacy statement	- × <b>CONFICCE</b> You're good to go. Were all dore, end you go effilie if you need to. Dipyof