

# How to open Office 365

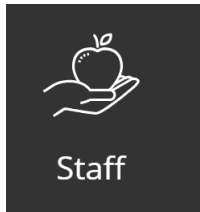
1

Visit our school district webpage:  
[www.comoxvalleyschools.ca](https://www.comoxvalleyschools.ca)

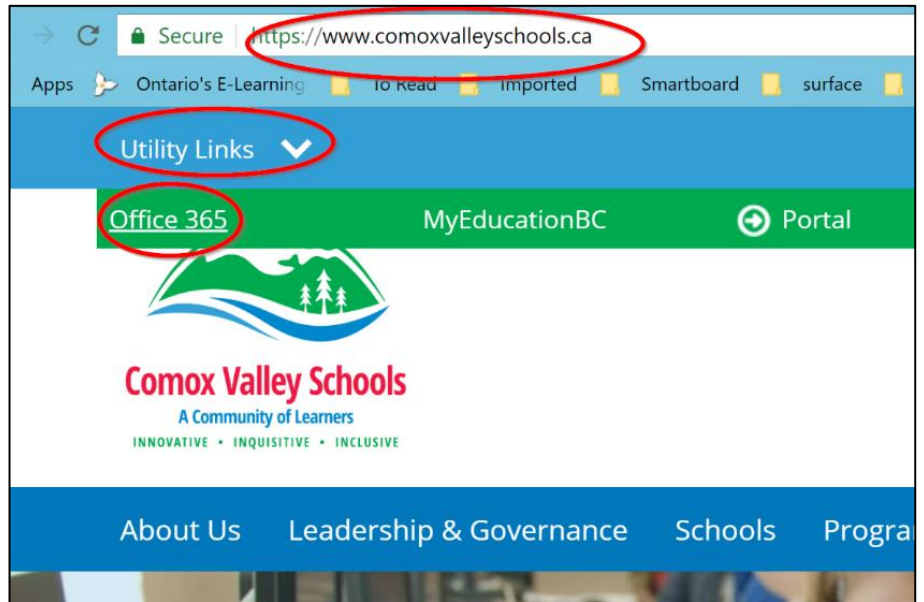
2

Click on **Utility Links** at the top and then on **Office 365**.

If you are unable to find the **Utility Links** tab at the top, scroll down the find Staff



and click on it, then click on the Office 354 link.



3

At school this will automatically go to your **Office 365** account.

At home use the password and username that you use to log in to your computers and email at school.

4

You will now see all of the Microsoft Office 365 apps available to you. Students will also find their email here.

You can click on the program that you would like to open.

