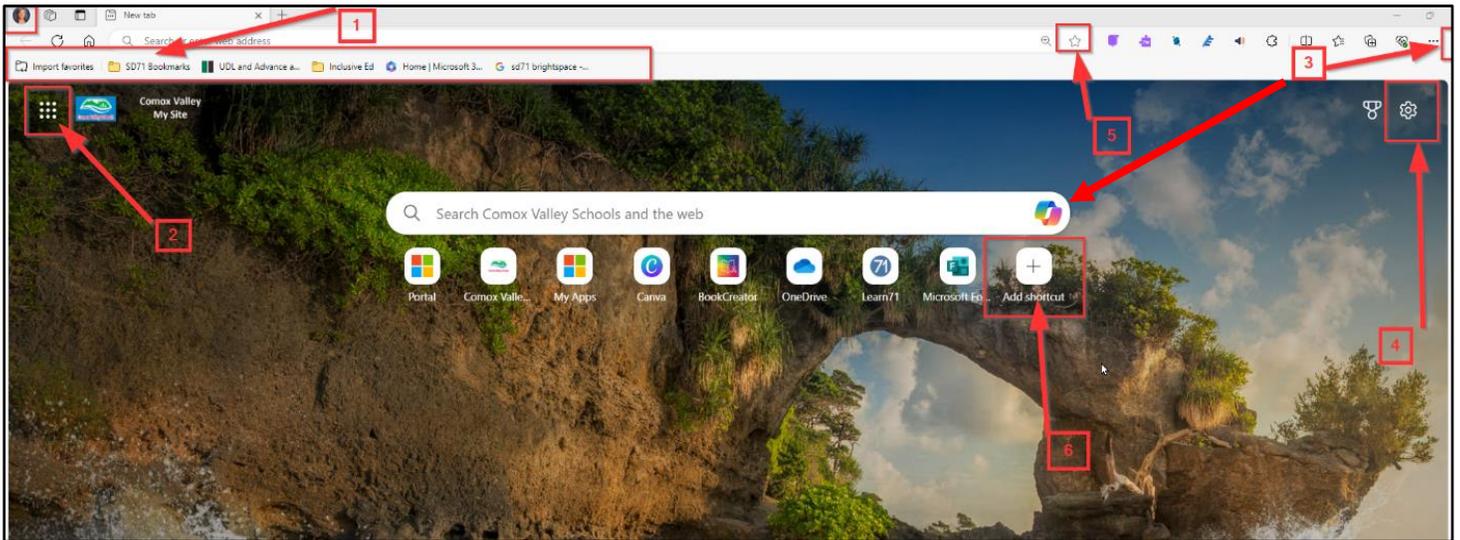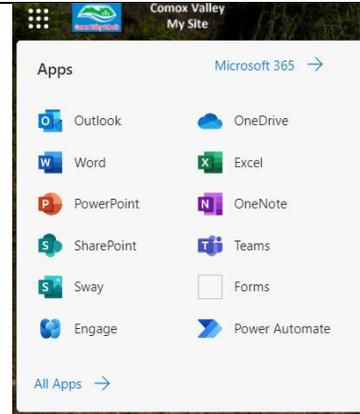# SD71 Edge Browser Experience

When accessing Microsoft Edge from a school district computer, you will automatically be logged in to the SD71 Profile created for you, so ALL your favourites and shortcuts will be accessible to you regardless of the device you are logging into. In addition, you will have access to your own Office 365 (without logging in), the portal and all the school webpages. This is great for students who don't always use the same device in school. As long as they are on an (updated) school device, they will be able to use their favourites, and easily access their own documents (from Word or OneDrive).

It looks like this:

1	SD71 Bookmarks that includes: • Secondary & Elementary Shortcuts • Teacher Tools to change passwords • Learn71 • Portal • Comox Valley Schools • Customized "My Apps" (coming soon) • Links to ALL Schools in the district	
2	App Launcher is located at the top left of the screen. It is often called a "waffle" as it looks like the waffles we eat.	

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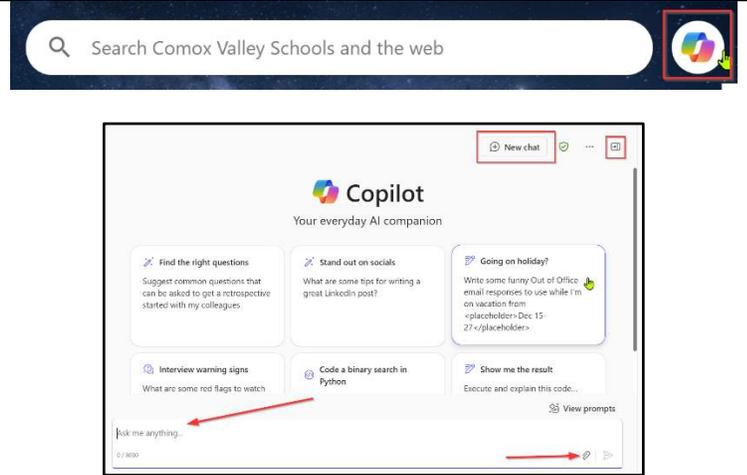INNOVATIVE • INQUISITIVE • INCLUSIVE

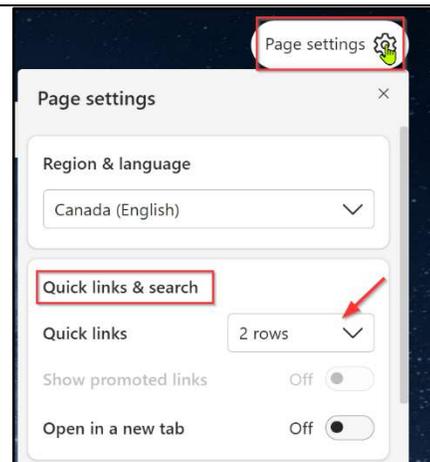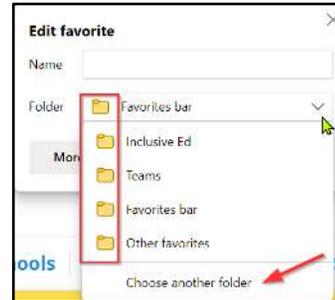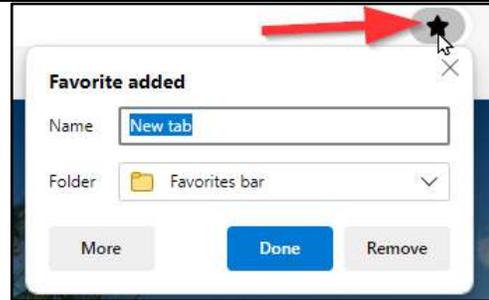|		
	This provides access ALL of the Office 365 apps including Word, PowerPoint, Outlook AND your OneDrive (along with many more). Three clicks and you are in. So amazing for our "littles" who often struggle with this access.	
3	The **"Copilot icon"** is located right next to the search box. Clicking on it will open the Copilot window. This is the AI program supported by SD71 that allow you to: • Create new chats • Save/Access chats • Insert Prompts • Insert documents	
4	Clicking on the **"Settings icon"** located at the top right of the window allows you to customize your *Edge background,* and how your **"Quick links"** on the page are viewed.	

5	Click on the **"Star"** icon located next to the address in your address bar, allows you to save the current page to your Favorites (bar) OR any other location specified in Edge.	
6	When in the *"New Window"* tab, you can customize this screen by adding your own Quick Link Icons to your home page. Click on **"Add shortcut".** Copy and paste the URL into the URL field. It is up to you whether you enter in a "Name". If you do not, it will just display as an icon. *(This is great for young students who are new to typing and recognize icons better than words.)* *NOTE: This does need to be enabled in the Settings: Off; 1 row; 2 rows)*	