[1]Office 365 and Access To OneDrive

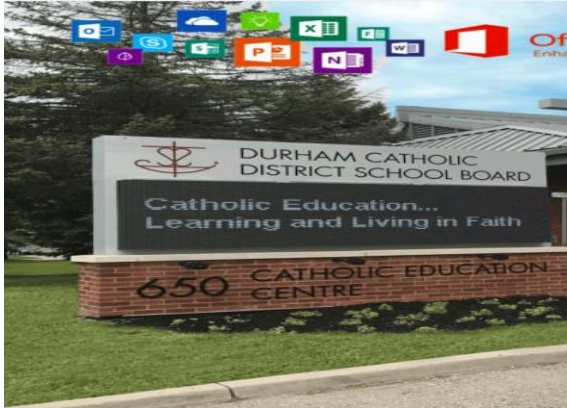Enter the website www.dcdsb.ca into your search engine.

- On the main page have your cursor hover over student
- A sub menu will appear
- Click on LaunchPad Learning Portal Login (second column, four down)

- Scroll down to bottom of the Welcome page to find this menu
- Click on Office 365

- Enter students login **userid@ dclive.ca**
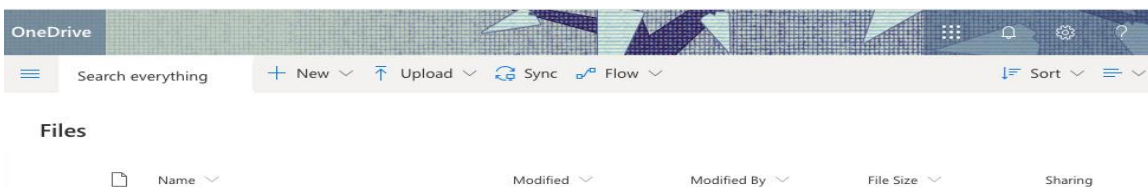- Enter Password
- Click on Sign In
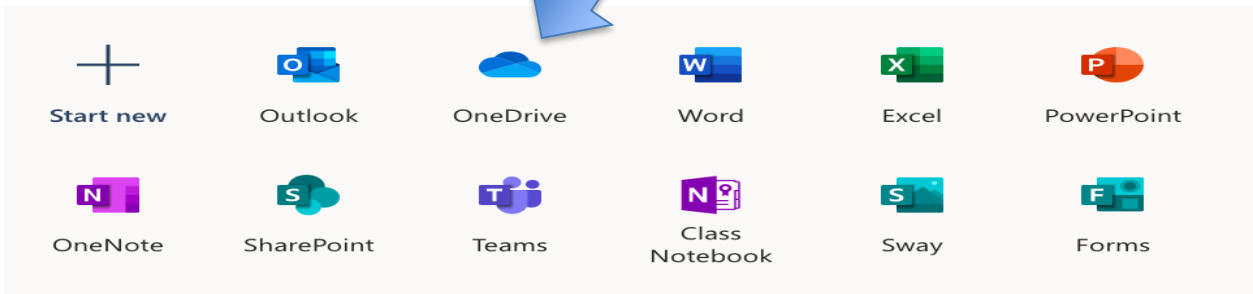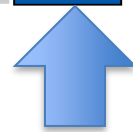
- Click on OneDrive to see all of the students saved work

- Scroll down to find the document