

Features

We are excited to announce the all-new “mySite”



mySite Includes:

MS Outlook, Word, Excel, PowerPoint. OneNote.
1TB of file storage
50GB Email Capacity
..and more

Accessing Office365

Video Instructions:

<http://vimeo.com/hwcdsb/office365>

Visit: <http://mysite.hwcdsb.ca>

*Your school will provide a username and password.

Enter your username followed by @hwcdsb.ca

Example: username@hwcdsb.ca



Sign in with your organizational account

[Sign in](#)

Enter your computer password

Supported Browsers

Office 365 will not work on Internet Explorer 8 or below.
You can use Firefox, Chrome, or Safari as other options



IE 9+



Firefox



Chrome



Safari

Main page of mySite

The main page of mySite will update with new icons depending if you are in elementary or secondary school.



Have a look at the links available to you.

Advantages

Access your files anywhere

“OneDrive” will make all your personal files available for you to access from anywhere.

Sharing

Easily share documents, calendars, links, simultaneously work on files.

Auto Save

Office365 saves your work as you type.

Device Support

Access Office 365 from almost any device. Bring up your work at another location using a smartphone, tablet, or any device with a supported browser.

Updates and Bug Fixes

All Office 365 tools are regularly updated with the latest templates/features/security