

Office 365 Pro Plus Information

Is this software really free?

Yes. This is made possible through a partnership with Microsoft and Kivuto. We are now able to provide our TCDSB students access to Microsoft Office 365 Pro Plus and Microsoft Windows 10 Education Edition for free. This software is provided for school homework purposes. Office 365 Pro Plus is free to students of the TCDSB and available for their use while enrolled at the TCDSB. Once the student graduates from, or leaves the Toronto Catholic District School Board, the software and the associated OneDrive account, and any files contained therein, will no longer be available to the student.

What is included in Office 365 Pro Plus?

Office 365 Pro Plus includes the latest versions of Microsoft Word, PowerPoint, Publisher, Excel, Outlook, and OneNote.

How many computers and mobile devices can Office 365 Pro Plus be installed on?

The license allows the Office 365 Pro Plus apps to be installed on 5 computers, and 5 tablets, and 5 phones per student.

When I try to set up Microsoft Office 365 Pro Plus, it does not accept my child's e-mail address?

You need to associate the student's school user ID to the account - `userid@tcdsb.ca`. Please note that the first part of the account consists of the student's school user ID while the suffix is `@TCDSB.ca`. Please do not use your personal e-mail address.

Student Reactivation of Office 365 Pro Plus

In an effort to simply and reduce the number of logins for Toronto Catholic District School Board students, Technical Services has updated the account name for your Office 365 Pro Plus subscription obtained through the TCDSB Digital Store.

*In the past the student account name for Office 365 Pro Plus subscription ended with **@tcdsb.net**, as of September 1, 2017 the domain name portion of your account has been changed to your Toronto Catholic District School Board Google account and email address ending with **@tcdsb.ca**.*

Has my password changed for my Office 365 Pro Plus subscription install?

No, your password remains the same.

Is there anything I need to do?

*If you previously activated your Office 365 Pro Plus subscription with **UserID@tcdsb.net** login, then you will have to disconnect and re-activate your subscription with **UserID@tcdsb.ca** .*

How do I disconnect and re-activate my Office 365 Pro Plus subscription?

To re-activate your Office 365 Pro Plus subscription do the following;

Open an Office Suite app (E.g. Microsoft Word)

- 1. Click File*
 - 2. Click Account*
 - 3. Under User Information, Click Sign out*
 - 4. Click Ok to confirm removal of account*
 - 5. Click Sign In*
 - 6. Enter your new login name **userID@tcdsb.ca***
 - 7. Click Next*
 - 8. Select Work or School account*
 - 9. In the Toronto Catholic District School Board login screen, enter your password*
 - 10. Click Sign in*
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How many computers can Windows 10 Education Edition be installed on?

This is a single license to be installed on only one (1) computer.

How do I find out my TCDSB computer login username and/or password?

All TCDSB students have been issued an email address to facilitate communication and collaboration within the school. They have also been provided with a TCDSB computer login username and password to access TCDSB learning resources. In order to access this online offer, the student will need to know his/her TCDSB computer login username and password. If your child does not know his/her login information, please contact your school to ask how to obtain this information.

What is Kivuto?

Kivuto Solutions is a 3rd party software distribution company that specializes in hosted electronic software delivery. Through its web-based solutions, the company offers a platform for institutions to distribute software according to their licensing requirements.