



CHESTERMERE HIGH SCHOOL

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Date: October 29, 2015
To: **Parent/Guardian**
From: Jordan Fenton
Chestermere High School
Subject: MS Office Suite-O365 Download Information

All students at Chestermere High School now have access to download **MS Office Suite** to five different devices for free. Note that there is no expiration date for the downloads.

Please follow the instructions below:

1. Go to <https://portal.office.com>
2. Sign in with the student RVS email (joersmith@rvschools.ab.ca)
3. Password will be the student's regular login password.
4. On the Software page, you will see the Office Suite of products. Click Install, and follow the instructions.
5. For help in the event of problems during installation, please go to www.support.office.com

Sincerely,

Jordan Fenton
Chestermere High School

Mr. J. Fenton
Principal

Ms. W. Ruzicka
Assistant Principal

Mr. B. Legault
Assistant Principal

