

École Manachaban Middle School

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Mr. T. Elbel
Principal

Mr. G. Gaudet
Assistant Principal

Date: December 2015
To: **Parent/Guardians**
From: Thomas Elbel
Principal , Ecole Manachaban Middle School

Subject: MS Office Suite-O365 Download Information

All students at Ecole Manachaban Middle 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,

Thomas Elbel
Ecole Manachaban Middle School