HOW TO ACCESS OFFICE 365 FROM HOME

1. Type in the address bar: https://www.yonkerspublicschools.org/riverside
2. A screen should appear looking something like this below
3. Click on the Office365 button below

NOTE: Students using Riverside school laptops you can access Office365 using this icon below located on the Home screen:

4. This screen below will appear next
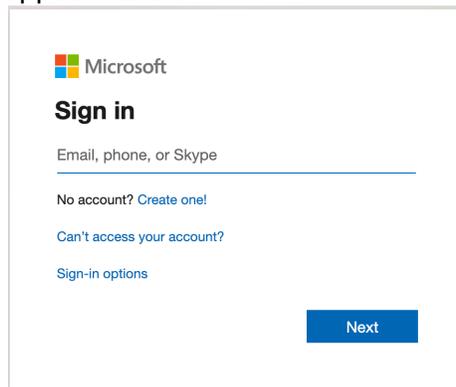
5. Sign in with your Yonkers email address: Example: 121212@yonkerspublicschools.org
6. 6-digit student id# @ yonkerspublicschools.org, click [Next]
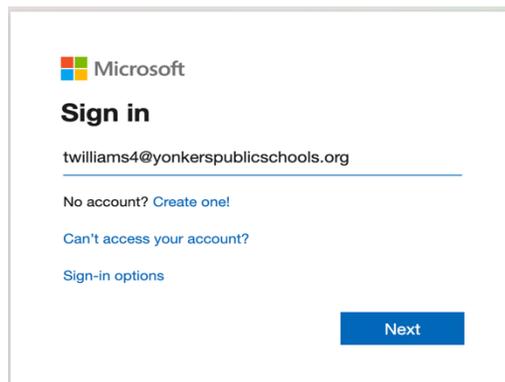
7. After you click next, this next screen will appear
8. Enter your 8-digit password which is your Date-Of-Birth: DDMMYYYY
   Example: (09082020)
9. Click [Sign in] button
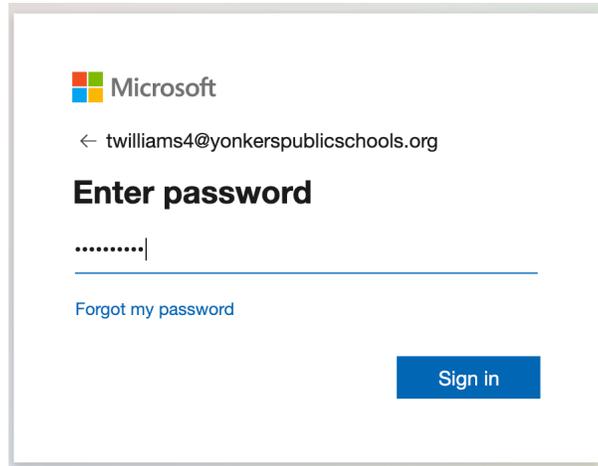
10. This screen will appear when you sign in. Click Don't show this again and click [Yes]

11. This screen will appear next, which gives you the options to choose which Software Web Browser you would like to work with.
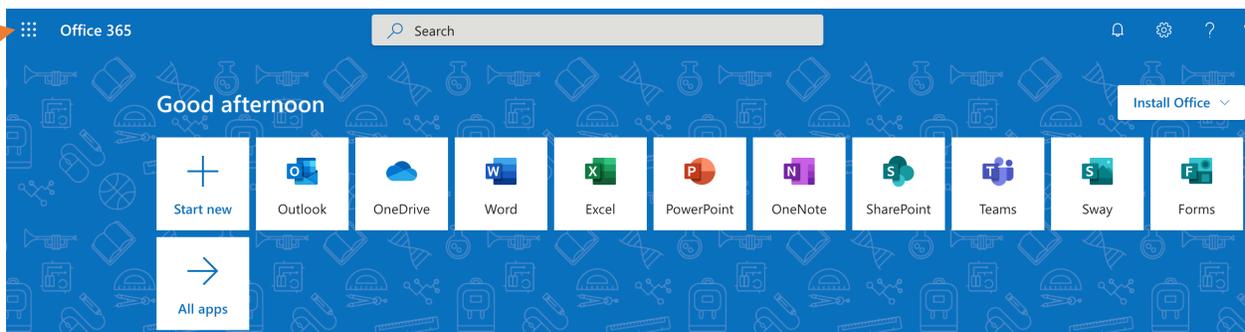
12. Click on the 9-dots ⠿ retrieve another Software Web Browser.

Apps

Outlook   OneDrive

Word   Excel

PowerPoint   OneNote

SharePoint   Teams

Sway   Forms

All apps →

Office 365 →
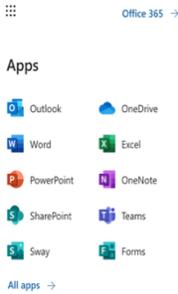
13. This next screen will appear

NOTE: Yonkers School District offers FREE Microsoft Office Software's, which include Microsoft Outlook, OneDrive for Business, Word, Excel, PowerPoint for **all computer devices.**

1. This screen will appear when you first login
2. Click Install Office on the right-hand side
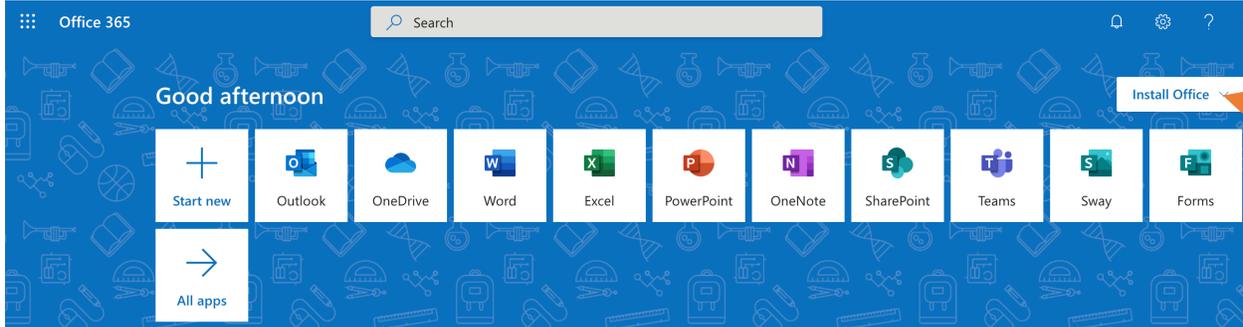
Click

3. This next screen will appear, then click the first option to start downloading the FREE software

Office 365 apps
Includes Outlook, OneDrive for Business,
Word, Excel, PowerPoint, and more.

4. Click the second option to choose another language.

Other install options
Select a different language or install other
apps available with your subscription.

Click