

# Marche à suivre Word Online

## Pour accéder à Word Online via l'application

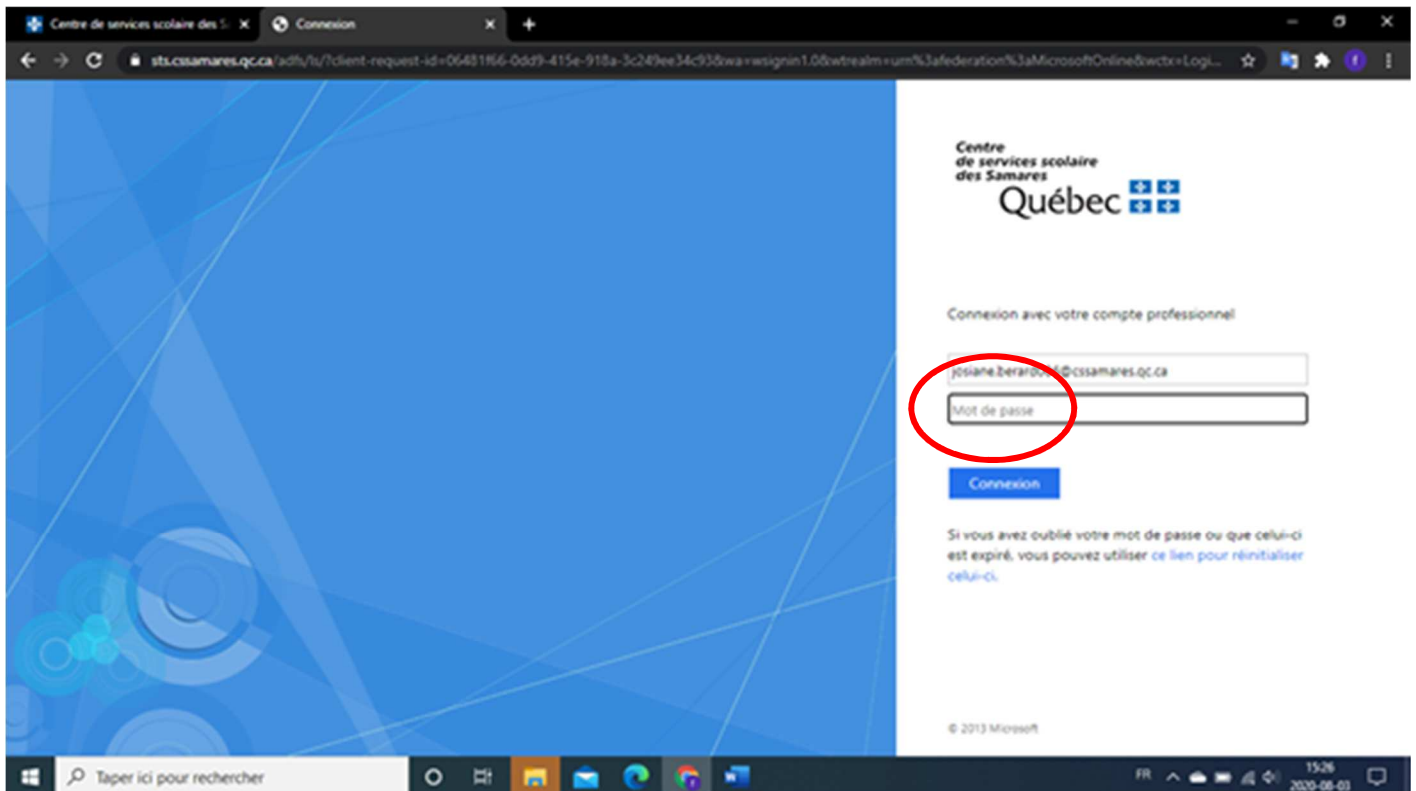
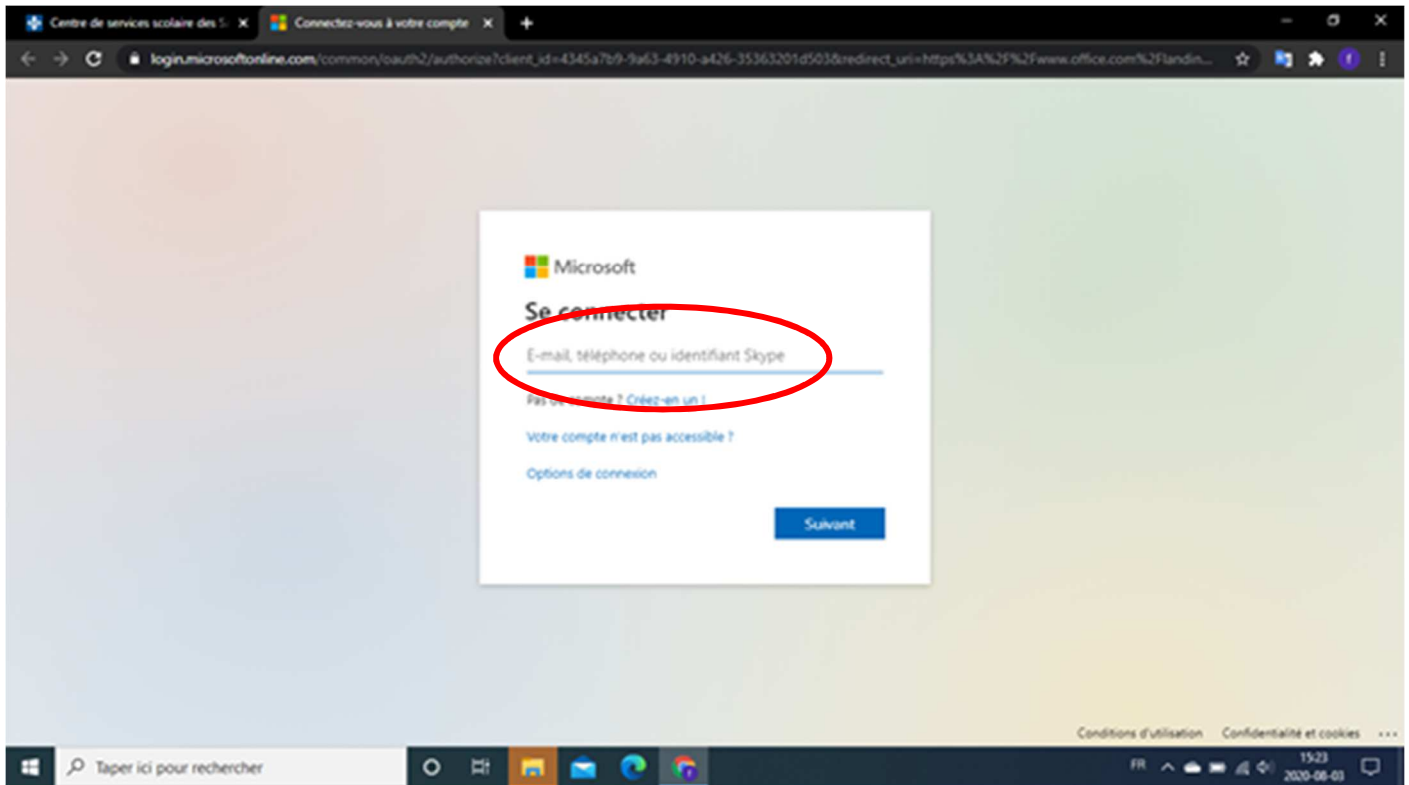
1. Accéder au site du **Centre de services scolaire des Samares** (<https://cssamares.ca/>).

The screenshot shows the homepage of the Centre de services scolaire des Samares. The browser's address bar displays 'cssamares.ca'. The navigation menu at the top includes 'Calendriers scolaires', 'ECHO', 'Office 365', 'Fondation', 'Plan du site', and 'Nous joindre'. A search bar is located on the right. The main content area features a sidebar with categories: 'PARENTS ET ÉLÈVES', 'CITOYENS', 'ENTREPRISES', and 'PERSONNEL'. The central banner contains an 'Avis - Correspondance du ministre de l'Éducation et de l'Enseignement supérieur' with a link to a government website. Below the banner, there is a section for 'Trousses et ressources pédagogiques' and a large image of a child looking out a window.

2. Cliquer sur « **Office 365** » (situé haut de la page).

This screenshot is identical to the previous one, but with a red circle highlighting the 'Office 365' link in the top navigation menu. The rest of the page content, including the sidebar, banner, and footer, remains the same.

3. Si vous vous connectez avec un **appareil branché sur le réseau de l'école**, votre Office 365 **s'ouvrira automatiquement**. Par contre, si vous vous connectez d'un **appareil à la maison** (ordinateur, tablette, cellulaire, etc.), vous devrez **entrer votre adresse courriel** ([prénom0000@cssamares.qc.ca](mailto:prénom0000@cssamares.qc.ca)) ainsi que votre **mot de passe** (date de naissance: année-mois-jour, exemple: 20200906).



#### 4. Cliquer sur « Word ».

The image shows a screenshot of a web browser displaying the Microsoft Office 365 dashboard. The browser's address bar shows the URL `office.com/?auth=2`. The dashboard features a header with the text "Office 365" and a user profile icon labeled "JB". Below the header, a large "Bonjour!" greeting is displayed. A row of application icons is shown, including "Nouveau", "Outlook", "OneDrive", "Word", "Excel", "PowerPoint", "OneNote", "SharePoint", "Teams", and "Sway". The "Word" icon is highlighted with a red circle. Below this row, there are icons for "Forms" and "Toutes les applications". A "Recommandations" section follows, showing several document thumbnails with titles like "Diane Choquette a modifié c...", "Science et technologie", and "Univers matériel". At the bottom of the dashboard, there is a "Commentaires" button. The Windows taskbar is visible at the very bottom, showing various application icons and the system clock indicating 14:30 on 2020-08-03.