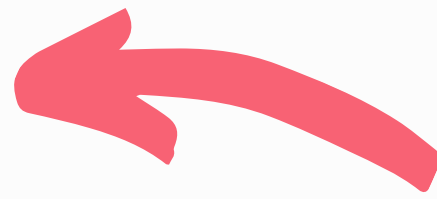
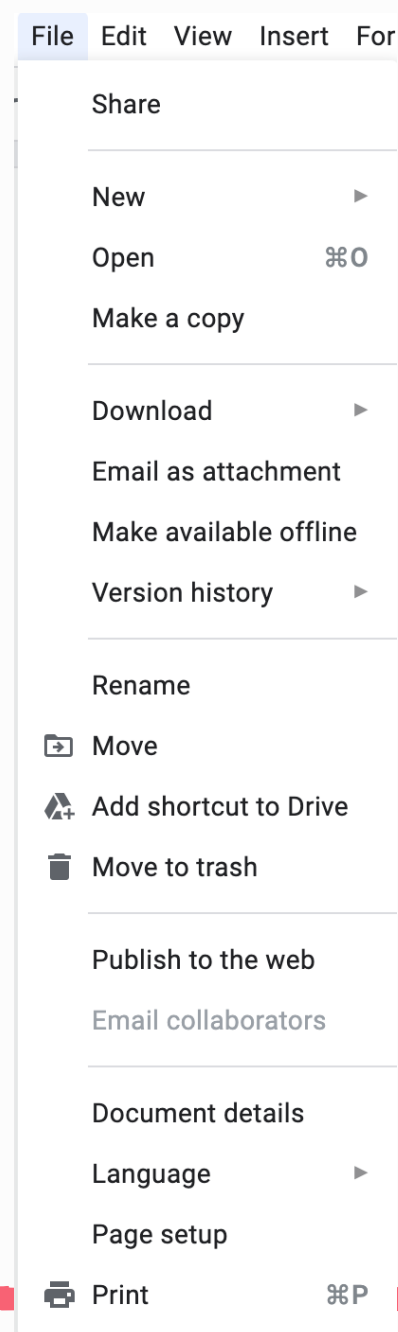


How to print at school!

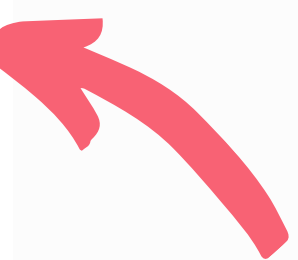
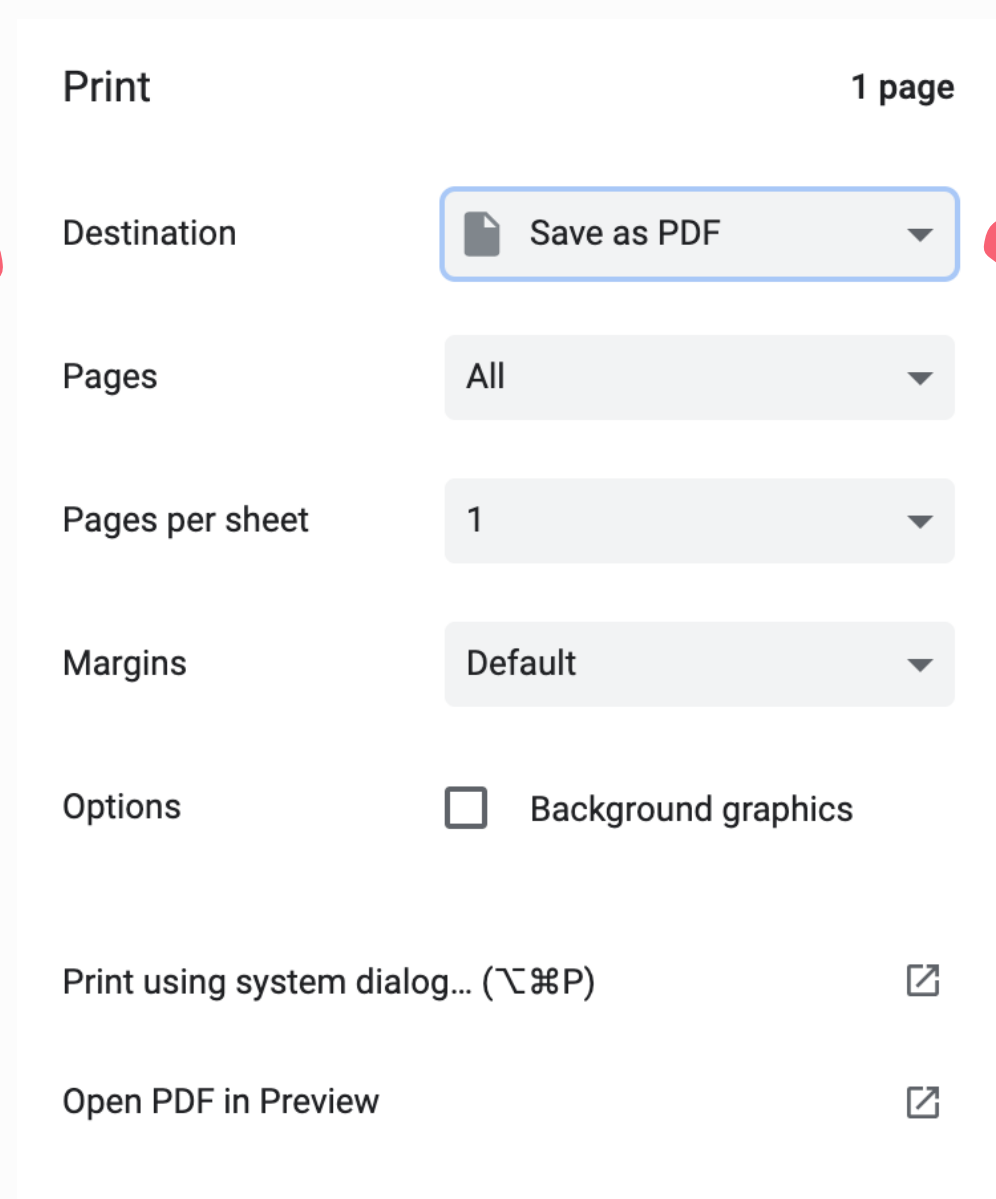
FROM GOOGLE DOCS



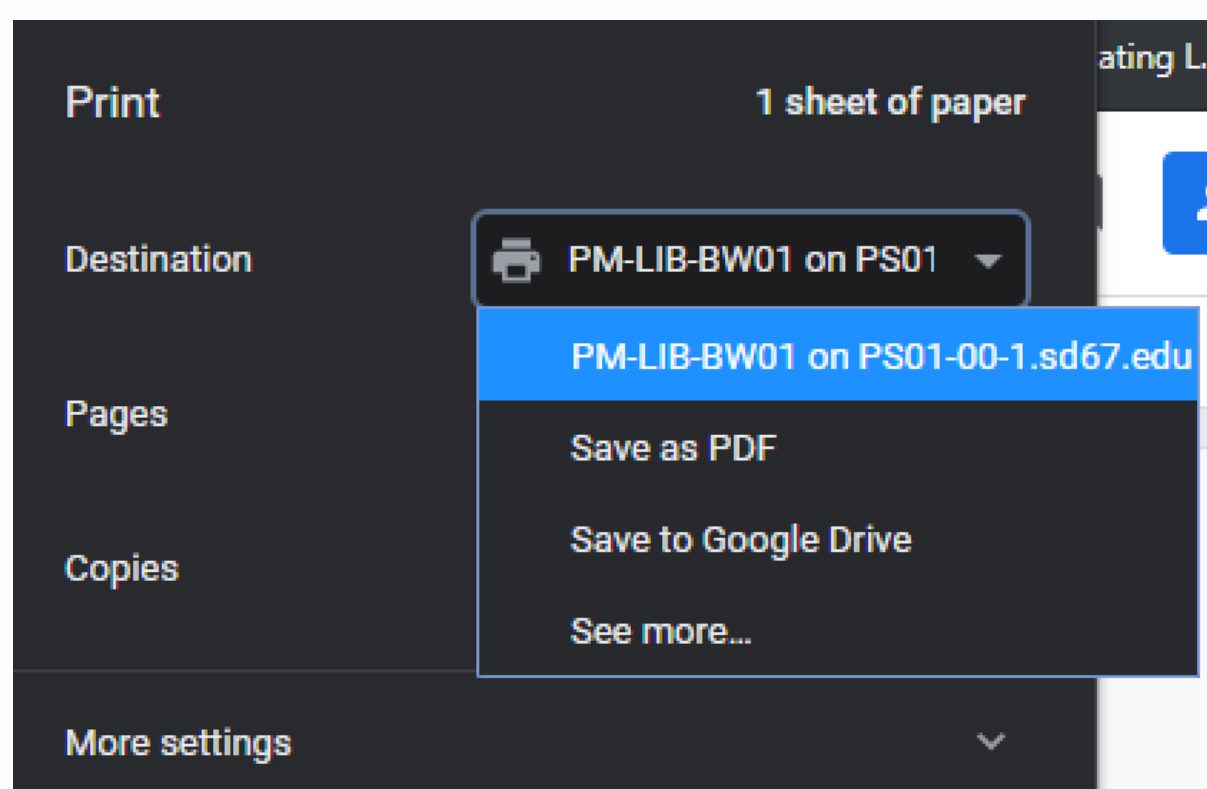
Go to File

then scroll down to the bottom and select Print

Destination needs to be changed!



click the down arrow and then select "see more" options



Library Printer

Select the PM-LIB printer

The school printers default to printing on both sides to save paper!

The printer is in the library in the small room with the glass windows to the left of the circulation counter.

How to open your school email!

MICROSOFT OUTLOOK



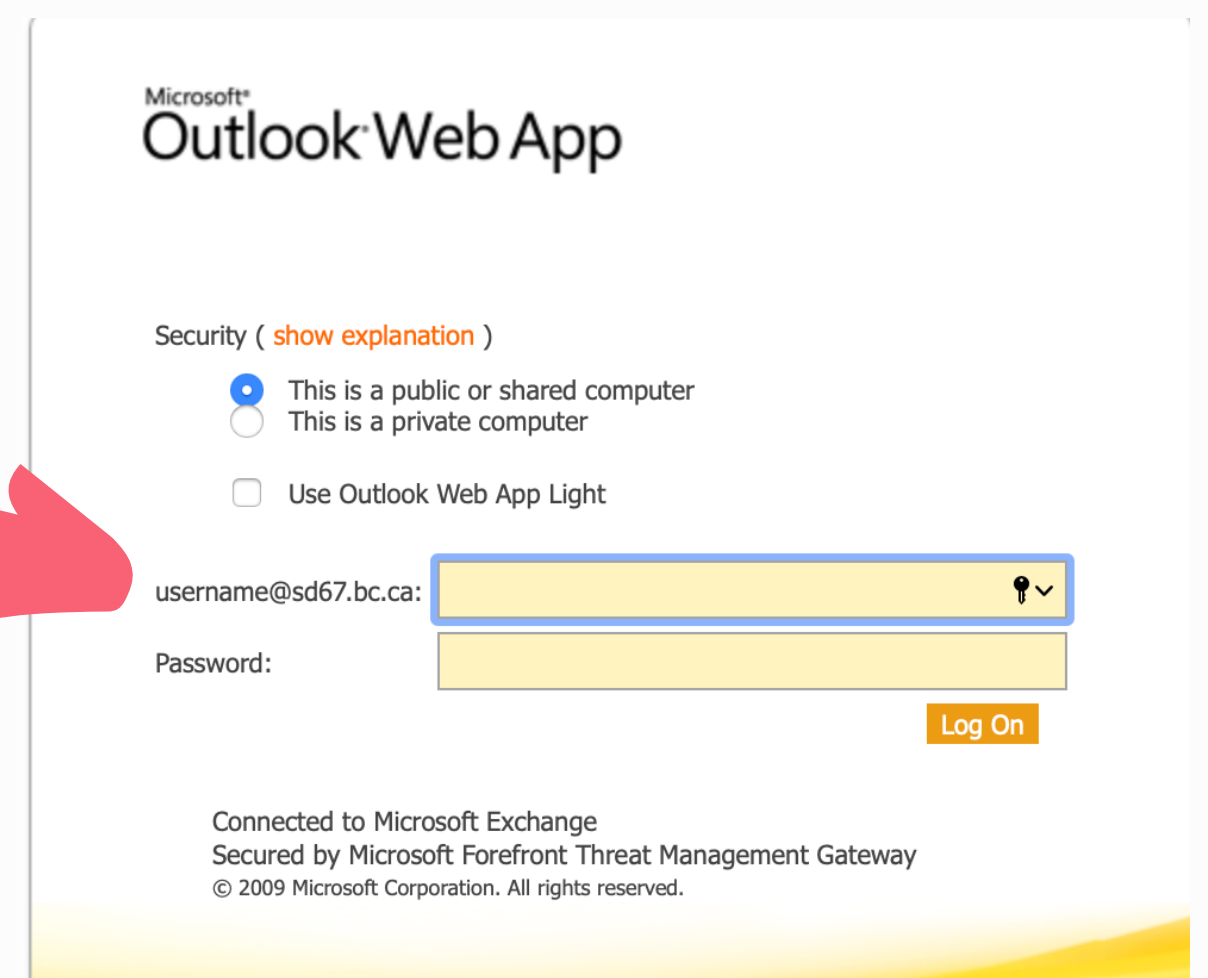
Email access
from home

Go to sd67.bc.ca
Click on [Web Mail](#)

Login & Password

Login: studentnumber@sd67.bc.ca

Password: Use the school password that you are given at the beginning of the school year



Email access
from school

Open Microsoft Outlook
If you don't see the icon on your desktop,
use the search function; no login or
password needed from a school laptop
or chromebook.

Microsoft Outlook icon