

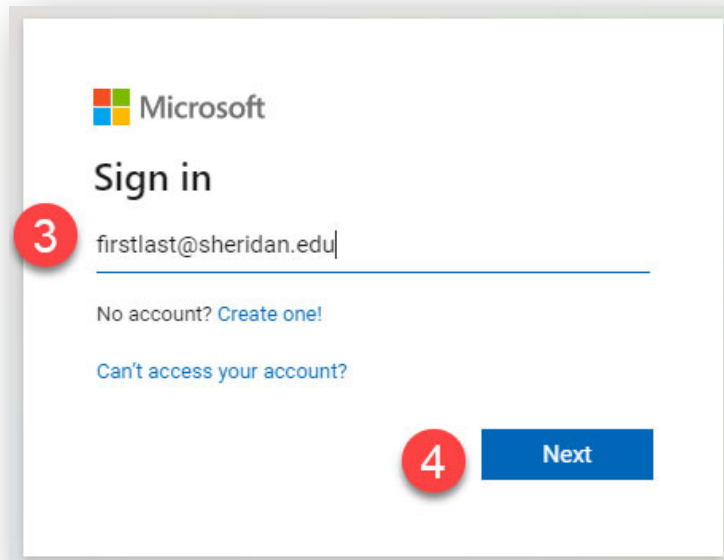
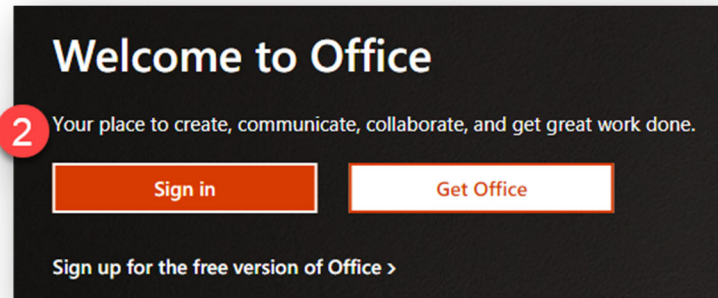


Office 365 - Provided FREE for students & employees

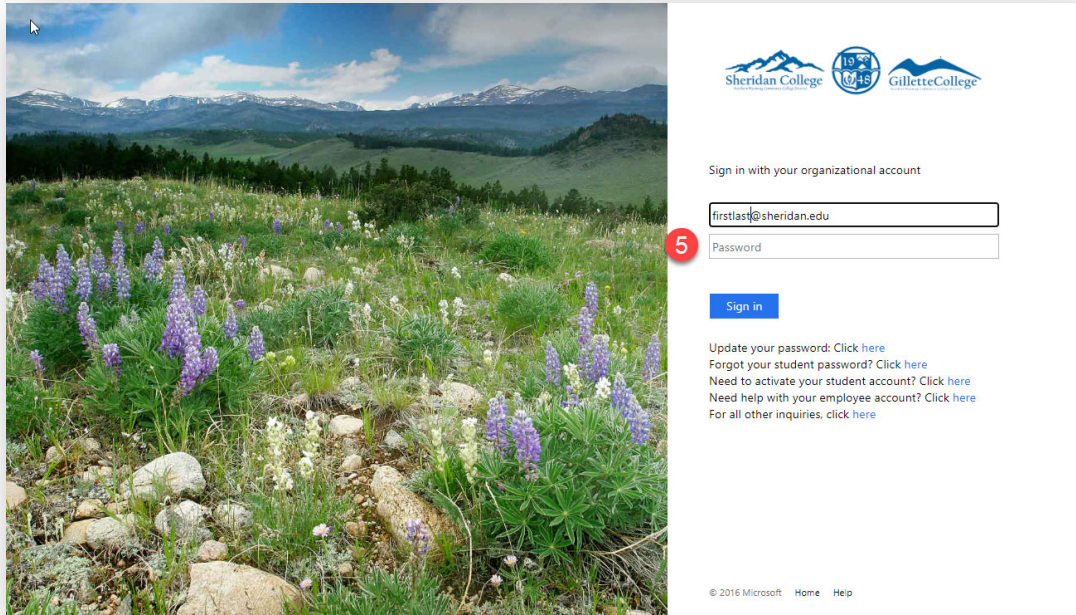
Activating and Installing your Subscription

Open Internet browser

1. Select <https://www.office.com/>
2. Select **Sign In** (shown to right)
3. Enter your email address for school.
4. Select **Next**



5. Enter your password for your school account

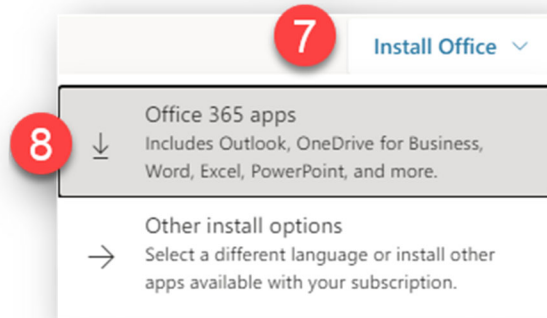


6. Once you are logged into the website, you will be able to download the Office 365 programs

7. Select **Install Office**

8. Select **Office 365 apps**

- a. Might take 10-15 minutes depending on internet speed
- b. You must remain connected to the internet. If you are using a laptop it is recommended that you connect to a power source.



NOTE: You cannot install Office on Chromebooks or a table running Windows version S.

Troubleshooting:

If you are having issues logging in, check to make sure you are not logged into Office on your personal account. If so, you must log out of Office on your personal account.