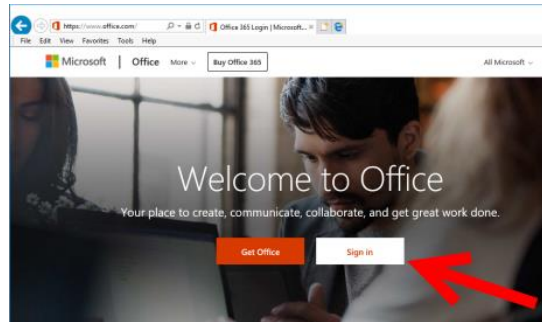




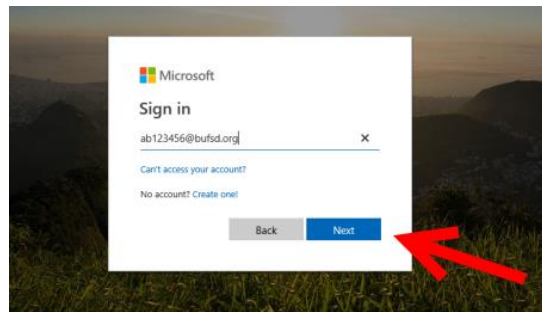
Microsoft Office 365 for Students

Students are now able to access Office 365 from any location and any device. Office 365 is a collection of services that allows for collaborating and sharing of schoolwork with teachers and other students. The service includes Office Online (Word, PowerPoint, Excel, and OneNote), 1 TB of cloud storage in OneDrive, Teams, and more. Students are also able to install the full Office applications on up to 5 PCs or Macs for free. To access your account in school, just click the Office 365 shortcut on your desktop.

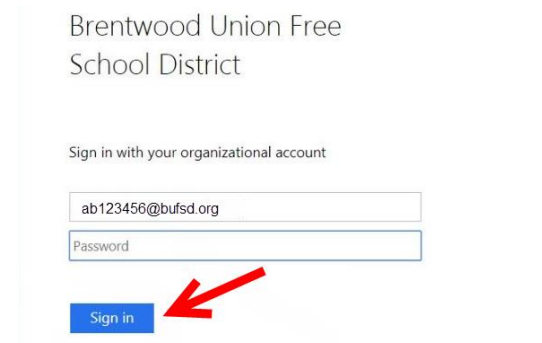
1. To access your Office 365 Account from outside the district, go to www.office.com and click **Sign In**



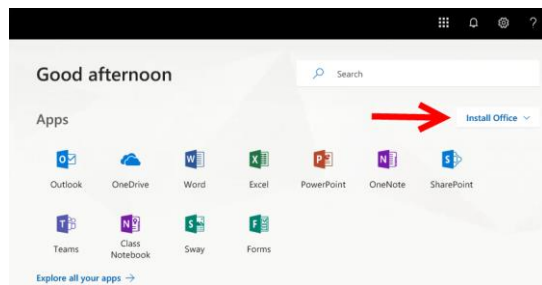
2. Enter Windows username used in school and added **@bufsd.org** in the username field then click Next.



3. On the next screen enter the same password used to log into the computers in school then click **Sign in**.



4. Office 365 home page providing access to all applications as well as the option to download the latest version of Microsoft Office by click **Install Office**.



*Note: Outlook not available in Office 365 as students do not have email.