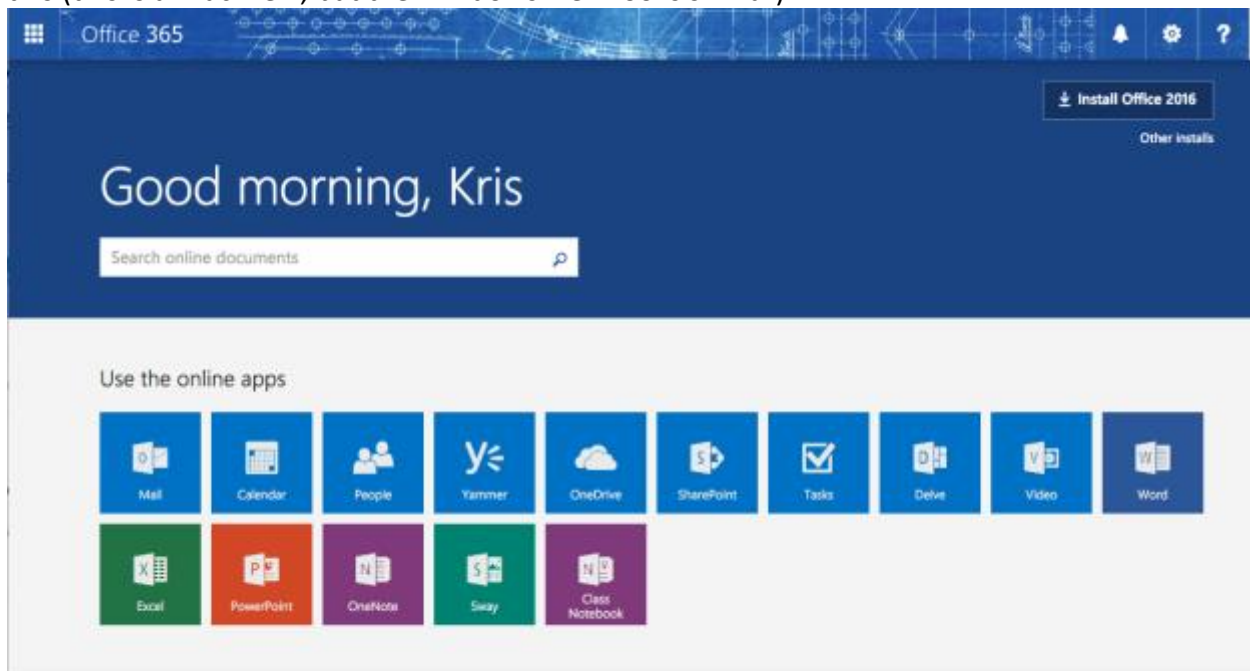


How to Download Microsoft Office onto Your Personal Device

Microsoft makes it possible to download Office onto up to 5 personal devices through your school email account. All the productivity tools you need for school are free! Here are the steps to access these on your own laptop for school:

1. Log into your school email account online (go to <https://login.microsoftonline.com>).
2. Logging in should take you to the Office 365 landing page. If your email inbox opens automatically, just click the "Office 365" logo in the top left of the screen to go to the Office install page.
3. On the landing page, click the "Install now" button. The page should look something like this (this is a Mac view, but the Windows view looks similar):



3. Once you click "Install now," follow the directions that pop up for installing and loading Office onto the device.
 - On a Mac...
 - Click Install Office to begin the download. Once the download completes, click open the downloaded file from "Downloads." This will open the installer. Once the installer finishes, open your new Office apps from the Applications menu in Finder.
 - On a Windows PC...
 - Click Install Office. You will see the download progress open up at the bottom of your browser.
 - In the User Account window that opens, click "Yes" to begin the install. Office will begin to install automatically. Once the install finishes, click the Windows button at the bottom of your keyboard and type the name of the app in the search bar to pull up the Office app you need.

Once Office is loaded, you'll also be able to sync documents from his device with your cloud storage account in OneDrive.

Microsoft Office apps for mobile devices (Word, PowerPoint, Excel, OneNote, and OneDrive cloud storage) are also available for free in your App Store.