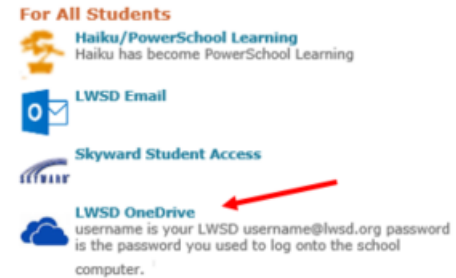
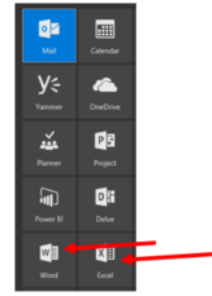
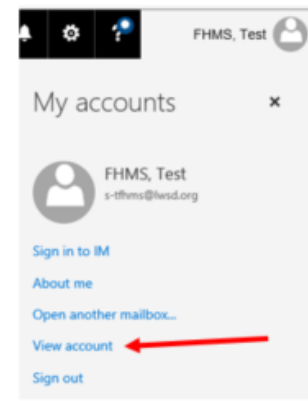


STUDENT ACCESS TO OFFICE 365 APPLICATIONS FROM A PERSONALLY OWNED NON-DISTRICT COMPUTER

QUICK SETUP	Step 1	Students can access Microsoft WORD, PowerPoint and Excel online when they go to OneDrive or Outlook email in the cloud. They can access OneDrive or Outlook email from a link on the LWSD Student Portal. To get to the school district web page go to http://www.lwsd.org and select 'Students & Families' and then 'Student Portal'.	
	Step 2	Once signed into OneDrive, click on the Waffle  and choose the application you would like to use. Students can create documents directly from the cloud in this way and they will automatically be saved to the Student OneDrive account.	
	Step 3	Students can also install Office 365 applications on up to 4 additional non-district/home computers using their LWSD assigned license. When signed into OneDrive or LWSD Outlook email in the cloud from the student portal choose to View Your Account under your login sign at the top right of the window. Once you click View Account choose Settings, then Install applications and follow the prompts.	

If at any point, you are asked to activate the Office 365 license, please use your district email address as your username and your district password.