



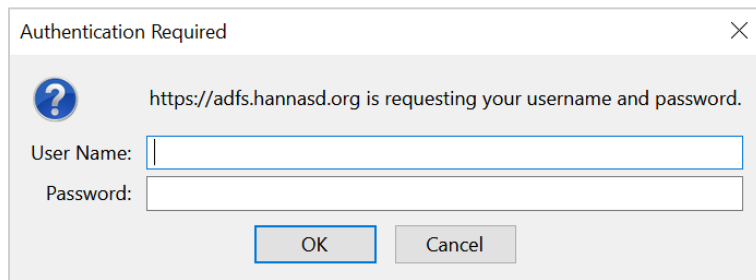
## Install Microsoft Office 365 @ Home

Susquehanna Township School District has partnered with Microsoft to offer all staff and students 5 **free** copies of Microsoft Office 365 to install on personal computers at home.

**Note:** Once you graduate or leave Susquehanna Township School District, your applications will cease to work.

### To Sign-in:

1. Go to <https://portal.hannasd.org> on the computer that you want to install the software.
2. At the login screen, enter your school email address and password and click OK.



3. On the main O365 screen:

- a. Click **Install Office**

- b. Click **Office 365 apps**

- c. Follow the directions in the image below:

