

# MICROSOFT FOR STUDENTS/STAFF

FREE STUDENT MICROSOFT OFFICE DOWNLOADS THROUGH OFFICE 365



## GET IT FREE!

All students/staff in the Pendleton County School District are eligible to download Microsoft Word, Excel, PowerPoint, Outlook, and OneNote for free using their school email accounts!

The downloads will work and be active on your desktops or devices as long as students are students here in Pendleton County. If you leave Pendleton County schools, the subscription will end, and you will have to purchase it.

Students, **who don't already have Office on their laptops, desktops or devices**, can download available programs on up to **5 devices** including desktops (PC & Mac), and mobile devices and tablets (iPads, iPhones, Android devices, etc.).

## GET STARTED!

Students will need to log into their webmail account to begin. Using their **school email address and school password**. You can go to [www.office.com](http://www.office.com).

**Students** webmail addresses use the following format:

[first.lastname@stu.pendleton.kyschools.us](mailto:first.lastname@stu.pendleton.kyschools.us)

**Staff** webmail addresses use the following format:

[first.lastname@pendleton.kyschools.us](mailto:first.lastname@pendleton.kyschools.us)

If the email doesn't work, please contact your school's librarian for help.



## TO DOWNLOAD IT TO YOUR IPAD OR TABLET

This is a bit trickier. Open the email login page on your device. Click [\[here\]](#).

- Students/Staff should type in their email address and password.
- Students/Staff should open up their OneDrive - on most tablets, they will click on the boxes in the bottom left-hand corner and then choose OneDrive from the next screen
- Once in OneDrive, click on the ellipse (...) on the bottom right-hand side of the screen and choose Switch to PC View
- Then follow the directions above for installing Office on the Desktop, but this time choose Phone and Tablet, then choose your device type
- Follow the directions onscreen

### Software

Lync

OneDrive

Tools & add-ins

Desktop setup

Phone & tablet

### Choose your phone or tablet

Phone

Windows Phone

iPhone

Android Phone

BlackBerry®

Nokia (Symbian OS)

Other

Tablet

Windows 8 tablet

Windows RT device

iPad

## NEED ASSISTANCE?

While logged into the Office 365 account, click on the question mark in the upper right-hand corner of the screen, or click [\[here\]](#) for more detailed directions.

