

## How To Install Microsoft Office for FREE

All Federal Way Public School staff and students are eligible to install Microsoft Office at home for **FREE!**

Each students and staff member can install the Office software on up to 5 home computers (MAC or PC), 5 mobile devices (IOS and Android), and 5 smart phones.

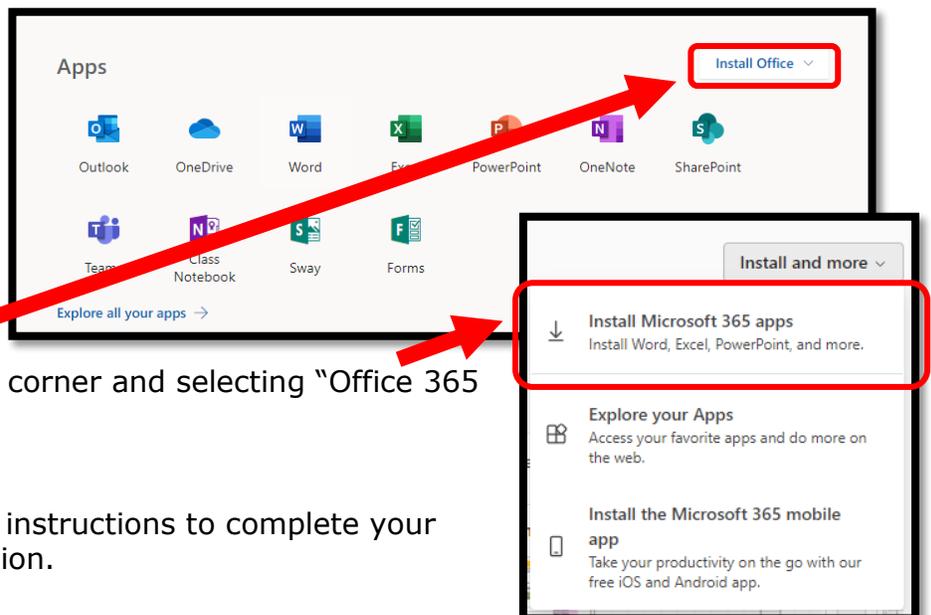


**Step 1:** On any web browser open [www.office.com](http://www.office.com) and log in:

- **For scholars, log in using your fwps365.org account: student#@fwps365.org. Use your normal password.**
- **For staff, log in using your fwps.org account**

**NOTE:** You can use this same log in information to download Microsoft Office apps onto your mobile devices.

**Step 2:** From the Microsoft Office Online screen, you will see the online apps that are available for free, and you can install Microsoft Office apps on your computer for free as well by clicking the "Install Office" button in the top right corner and selecting "Office 365 Apps."



**Step 3:** Follow the on-screen instructions to complete your FREE Microsoft Office installation.