

## Students:

You are eligible to install  
Microsoft Office Pro Plus  
at home for FREE!



In an effort to help prepare students for the technology skills required in the workforce, Microsoft announced Student Advantage.

Students can now use Office every day for school work and activities that are most important to them. Office not only helps students stay organized and get their work done today but at the same time develops skills that will be required when they enter the work force.

There is **no cost** to download and run the full versions of Office provided in the Student Advantage program. You can also access the Microsoft Mobile apps on smartphones or tablets

### Who can install and use the Student Advantage Office products?

The subscription covers all enrolled **grade 4-12 students** at SPS with an Office 365 account.

### How many copies of the software can I install?

Students can install the office software on up to 5 computers.

### What Operating Systems and devices can I install the Office products on?

The student Advantage Office install will work on Windows 7 or greater, Mac OS X 10.6 or greater.

### Will I be able to keep the copy of Office once I graduate or leave SPS?

No. The install of Office is tied to your username@sps81.org email account. You must log into Office 365 at least once every 30 days so Office can verify that you are still an enrolled student. If you are or were a student who is no longer enrolled and access to your email has been removed, the office installs you performed under the account will become read-only, so you will not be able to edit files with them.

# Office 365 - Student Advantage Program

Spokane Public Schools participates in the Microsoft Student Advantage program. This program provides free access to the full versions of Microsoft Office to enrolled students who are using Office 365 at home. Instructions on how to install the software are listed below:

## Install Office Pro Plus from the Student Advantage Program

### Introduction

Enrolled students at SPS are eligible to install the full version of Office Pro Plus as part of SPS's Office 365 Student email subscription. Below are instructions on how to install Office Pro Plus on a Windows 7 machine. The installation process is similar for Windows 8 and the Mac OS.

### Procedure

1. Using the computer you want to install Office on do the following: Login to your Office 365 email account at: <https://login.microsoftonline.com> (contact your school if you do not know your Office 365 email account).
2. Once logged in, click on the setting's gear in the upper right corner and select **Office 365 Settings**.
3. On the left side, select **Software**.
4. The system will detect the operating system you are running and recommend the latest version of Office for you to install. Once you verify the version to install, click the **Install** button.
5. If you are prompted to **Run** or **Save** the file, select **Run**.
6. Microsoft Office will install in the background and after a few minutes you will receive notice stating "**Welcome to your new Office.**" At this screen click **Next**.
7. Follow the prompts through the installation, selecting the options you want.
8. When all options are selected, a video will play explaining some of the features of Office. Once the video is done, it will ask you to **Sign in**. At the **Sign in** prompt, enter your **username@sps81.org** email address, and click **Next**.
9. Follow the remaining prompts and when complete you can begin to use the Office products.

