



TECHTOOLS FOR SCHOOL

Sunday, November 18, 2018

Office 365 Education for Home Use

Challenge Level and Time Commitment:



As an employee or student with a Stafford County Public Schools (SCPS) e-mail address (staffordschools.net for employees and scps.net for students), you are entitled to receive *up to* five installations of Microsoft Office 365 Education for a computer and *up to* five installations of Microsoft Office 365 mobile apps for your mobile devices (Apple, Android, and Windows).

With Office 365, you are entitled to Word, Excel, PowerPoint, Access, Publisher, Outlook, OneNote, Skype for Business, and OneDrive for Business. You also can collaborate online with your Office 365 account with Word Online, Excel Online, PowerPoint Online, OneNote Online, Sway, and up to 1 TB of free storage with OneDrive.



Word



Excel



PowerPoint



OneNote



Access



Publisher



Outlook



Skype for Business



OneDrive for Business

Our school division's collaborative platform remains G Suite for Education through Google. Employees and students **are not** permitted to install their Office 365 Education account to any school computer. Our Windows operating system computers have Microsoft Office installed. Students can access their online Office 365 Education account online after they setup their account. This will allow them to edit Office 365 documents online.

To learn more about our school division's G Suite for Education collaborative platform, point your Web browser to <https://www.staffordschools.net/Page/18182>.

Installing Office 365 Education

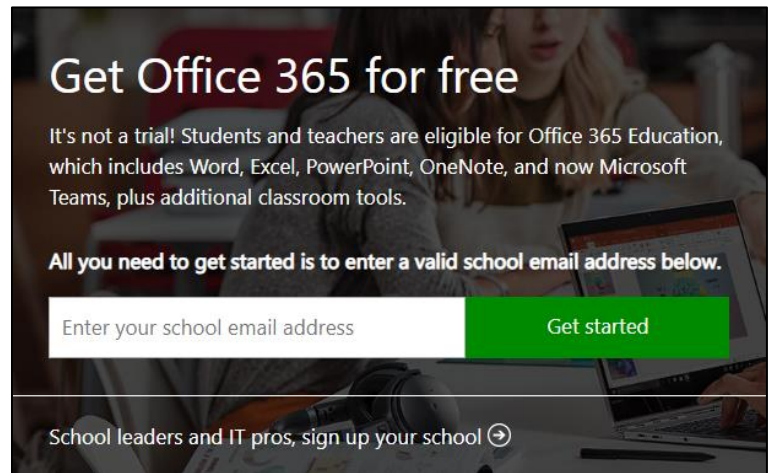
To begin the installation process for Office 365 Education, point your Web browser to <https://products.office.com/en-us/student?ms.officeurl=getoffice365>.



You will be presented with the Get Started screen where you will enter your school e-mail address (staffordschools.net for staff or scps.net for students). After you enter your e-mail address, select the **Get started** button.

If you have never signed up, you will receive an e-mail message with a link to finish signing up for Office 365 Education.

If you have previously registered, you will be prompted to sign-in to your Office 365 account to download Office 365 Education.



The Office 365 Portal

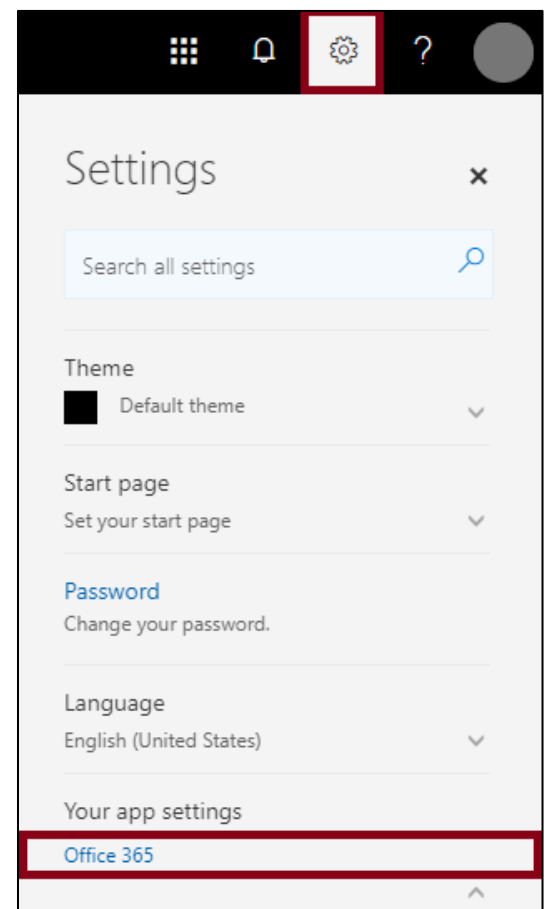
After you have signed up for your Office 365 Education account, or by accessing your Office 365 Education account for future downloads and feature access, you will be shown the Office 365 portal after logging in at <https://login.microsoftonline.com/>. Remember that your Office 365 Education account is linked to your school e-mail address (staffordschools.net for staff or scps.net for students).

The portal acts as a dashboard and will display the latest version of Office that you are permitted to download to your computer. The portal also displays tiles to collaborate with Office Online.

To install the latest version of Office that you are permitted to download, select the **Install Office** button. After selecting the **Install Office** button, a drop-down menu will appear allowing you to download the Office 365 apps or selecting other install options. To download Office 365 ProPlus, select the **Office 365 apps** button. Office will download to the computer that you have selected the button on. The Office download will start immediately. Once the download is complete, select the download to begin installing Office on your computer.

Office 365 Settings

The Office 365 settings allows you to view many options and access features pertaining to your Office 365 Education account. To access the settings, select the gear symbol (⚙️) in the portal and then select the **Office 365** button located under the **Your app settings** section. This will open the **Settings** tab in My account.



To see the number of PC and Mac installations for Office 365 ProPlus, select the **Install status** tab.



Signing Out of the Office 365 Portal

To sign-out of the Office 365 Portal, select your name in the upper-right hand corner and select the **Sign out** button.

