

Install Office on Personally Owned Computers

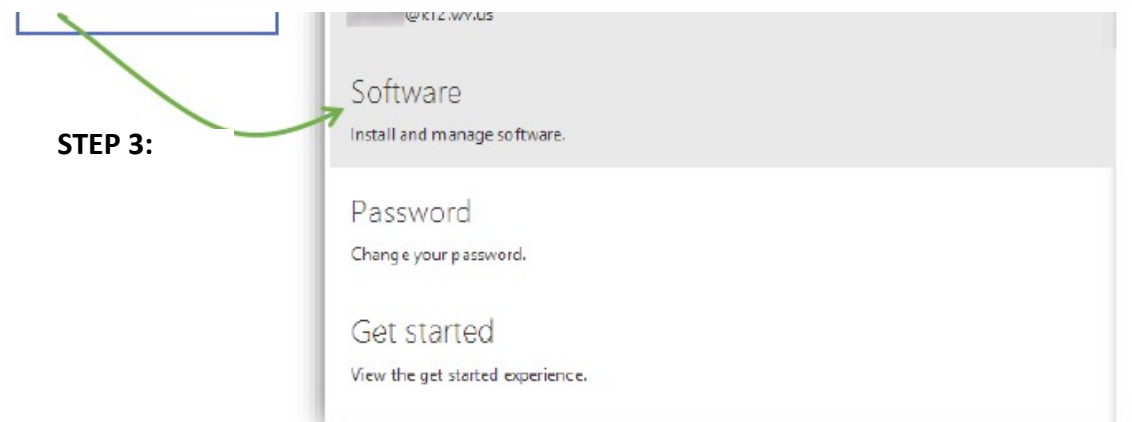
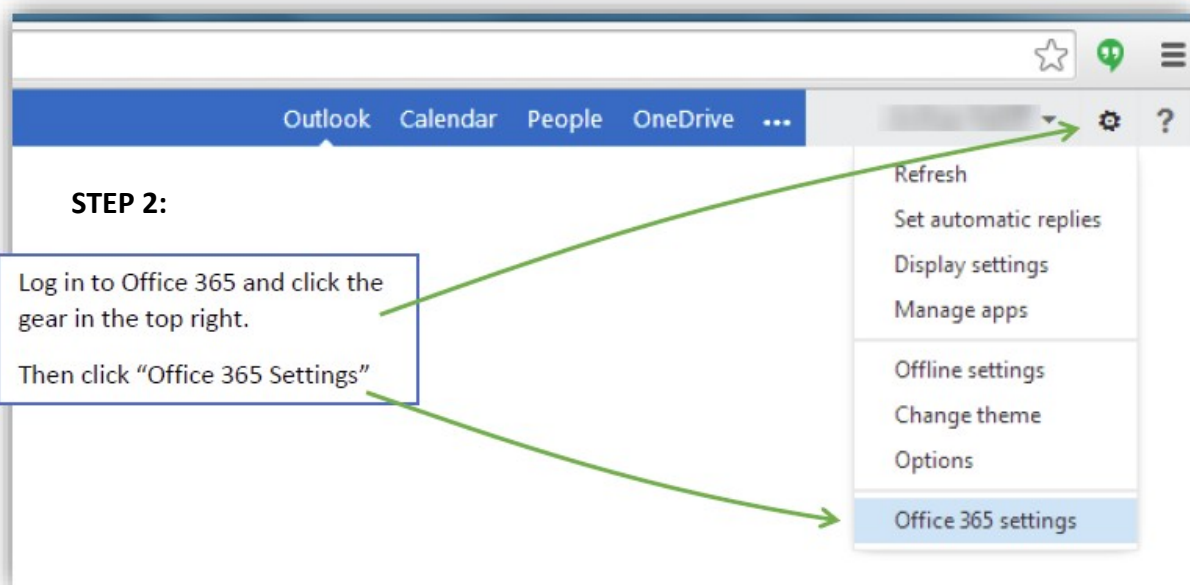
Dear Parents

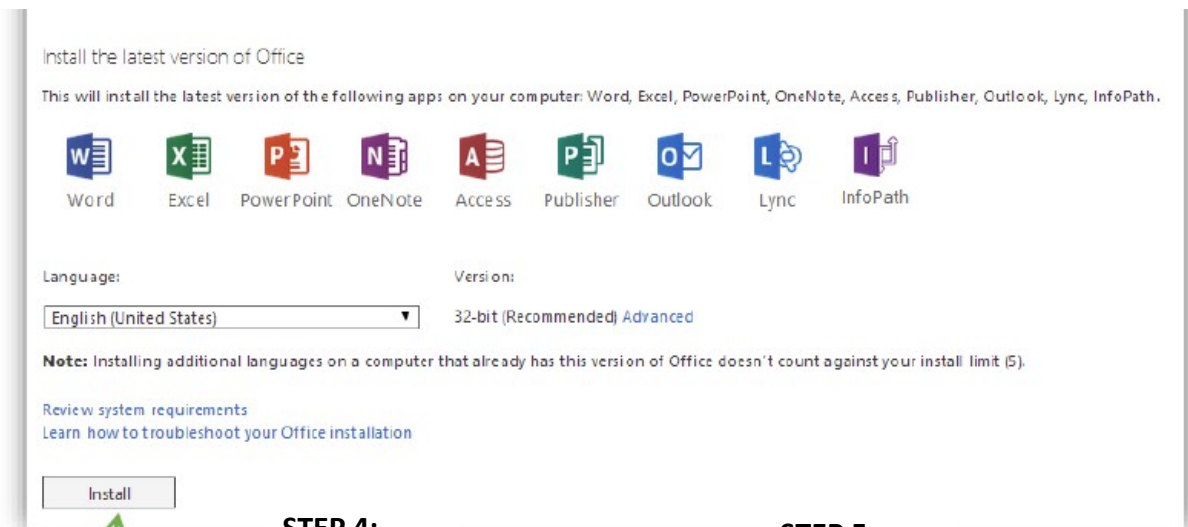
In order to help our students prepare for success this school year, we are providing Office to every student free of charge. With Office 365, your child will now have access to the latest version of Word for writing, Excel for spreadsheets, PowerPoint for presentations, OneNote for organization and note taking, and much more.

- Install on up to 5 compatible PCs and Macs, plus 5 tablets (including iPad!)
- Use with OneDrive for automatic device syncing
- Gain valuable skills on the world's most popular productivity software
- Office subscription lasts for as long as your child is a student here and the state provides these products
- If your child does not know his/her email address and/or password, contact the school principal or sysop.

Instruct your child to follow these simple steps to get their Office:

STEP 1: Go to the website portal.office.com and login with your email and password.



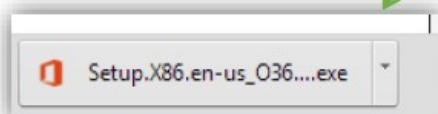


STEP 4:

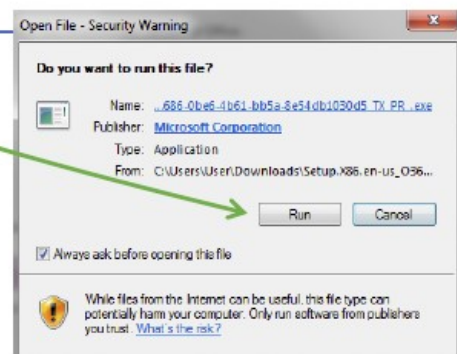
Click "Install"

STEP 5:

A small .exe file will download to your computer.
Please note: this may look different depending on which web browser you are using.
Run this file.



Complete the install by following the directions on the screen.



For extra assistance and video tutorials go to: <http://wvde.state.wv.us/technology/office365/>