

# Office 365 Education for Students

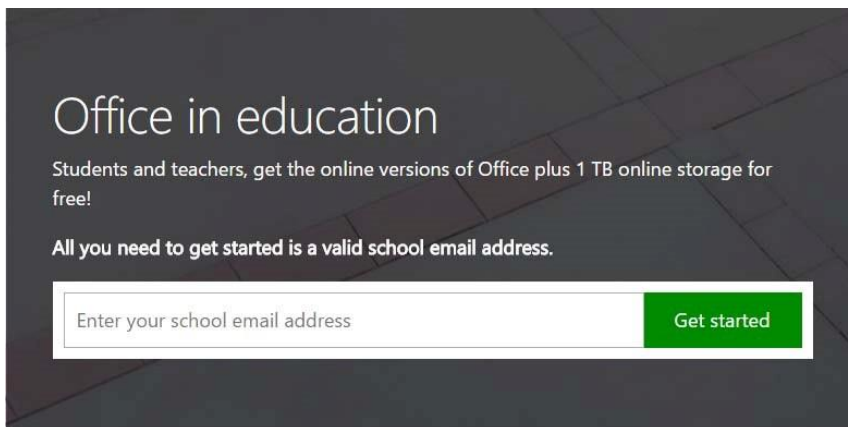
## What is Office 365 Education?

Office 365 Education for Students is an Office 365 plan that is available for free to active faculty/staff and students who attend West Virginia public schools.

This plan allows these users to access Word, Excel, PowerPoint, Outlook, OneNote, Publisher, and Access on mobile devices including Windows tablets, laptops, and iPads®. The plan also includes 1TB of OneDrive storage, managed by the WVDE, and students can edit and collaborate using Office Online, OneNote Online and SharePoint sites.

## How do I get free Office 365?

1. Access the Office 365 site: <http://portal.office.com>  
Enter your WVDE Email address, and "Get started"



2. Select whether you're a student or teacher (staff)

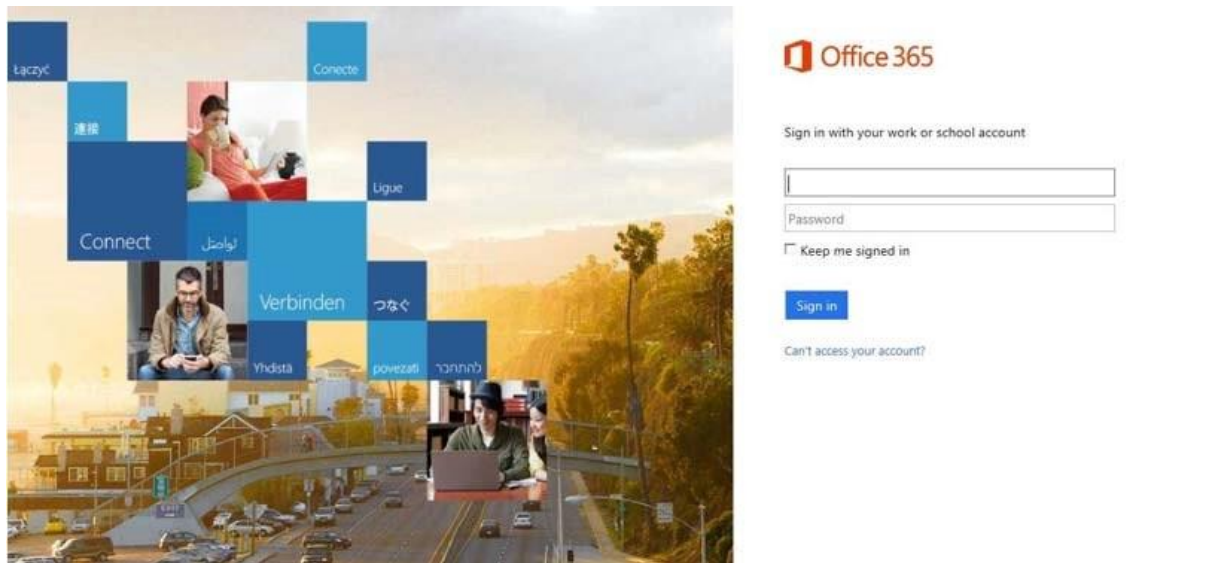
# Are you a student or a teacher?

We'll provide the Office 365 tools you need in the classroom and online.

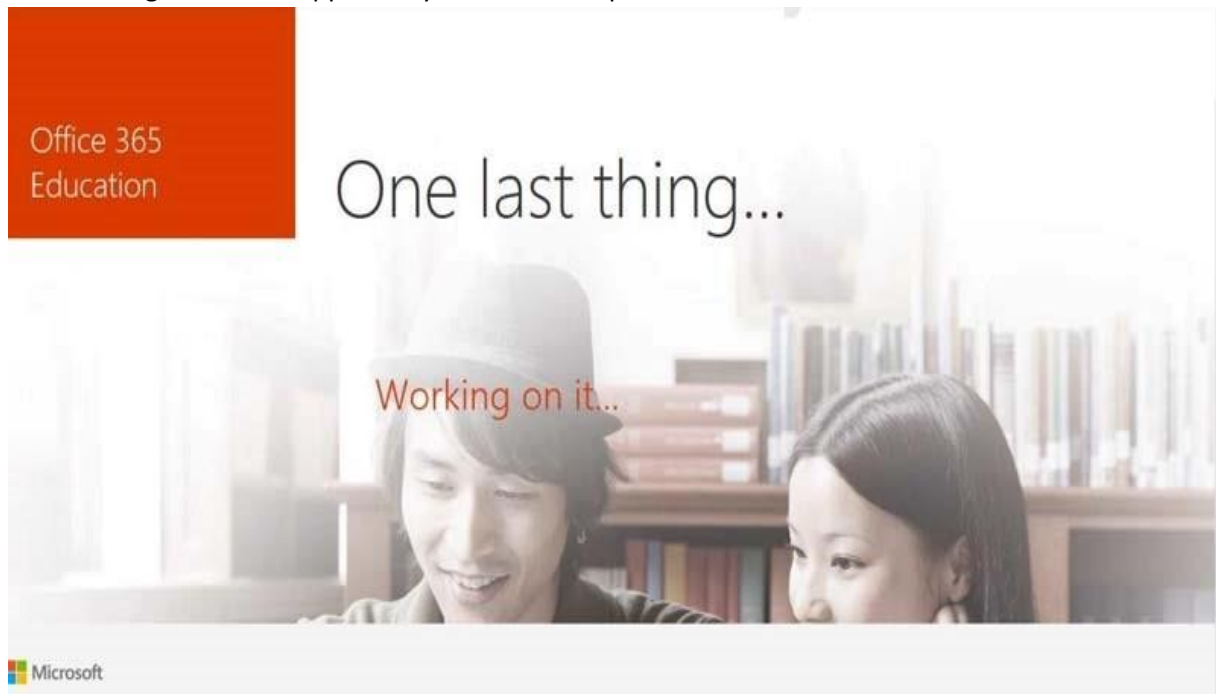
I'm a student →

I'm a teacher →

3. Log into the site using your WVDE email address and WVDE email password. <https://portal.office.com>



4. The following screen will appear as your account is provisioned for Office 365.



5. After your account has been configured, you will have access to Office 365 application



6. Follow the instructions on the page to either install Office 365 to your device or run the online version of the Office Applications. **NOTE:** The graphic above was taken from a PC and therefore shows the PC version of Office 365. If you are using a Mac or some other device, the Office applications available to install will be different from those shown above.
7. After the initial sign-up, you can access the Office 365 site by navigating to <https://login.microsoftonline.com> and logging in using your @k12.wv.us OR @stu.k12.wv.us username and password.

### **What are the eligibility requirements for Office 365 Education for Students?**

Eligibility requires that you're an active student at a West Virginia public school, taking classes, or actively employed by a West Virginia public school. When your active student or employment status with a West Virginia school ends, your Office 365 subscription through WVDE ends. At expiration, the Office applications enter a reduced-functionality mode, which means documents can be viewed but it isn't possible to edit or create new documents. If you have Office 365 Education at your school, you should make sure to transfer all your files from your school OneDrive to a personal OneDrive prior to graduation.

### **Who manages the OneDrive account provided with this offer?**

This account is associated with West Virginia Department of Education and should be used for school-appropriate content.

**Can I install Office for iPad through Office 365 Education for Students?** Yes, this would count towards the limit of installing it on 5 devices.

### **If I recently purchased Office and will now also be eligible for Office 365 Education for Students though my school, will I receive any credit and/or compensation?**

No. The Office purchased is a consumer offering and students can continue to take advantage of the purchased offer.

### **Can I share this plan with others?**

Office 365 Education for Students is licensed for use only by the eligible user at a WVDE school.