EFFECATEST VERSION OF MICROSOFT OFFICE FOR STUDENTS



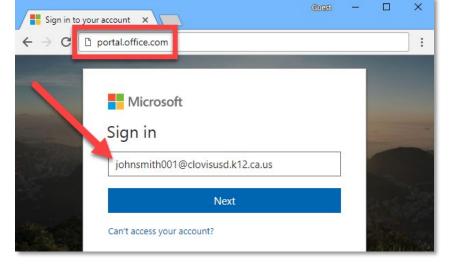
No, that title is not a mistake. As long as you are a Clovis Unified student, you can download up to **five (5) free copies of the latest version of Microsoft Office** on your personal computers at home. You will receive the latest full version of Word, PowerPoint, Excel, Outlook, and OneNote. When you are no longer a CUSD student, your software will de-activate, and documents will become Read Only.

Simply follow these directions to get your copies.

1. Using your personal computer, go to **portal.office.com** and log in with your student account. This will be the same username you use to log into the school computers followed by @clovisusd.k12.ca.us Then click the **Next** button.

The next screen is for your password. Your password is the same one you use to log into a school computer. (If you can't remember your password, ask your teacher to reset it. Once it is reset, you'll need to login to a school computer and change your password. Then you'll be able to login to your Office 365 account.)

John Smith would sign in like this:



Username: johnsmith001@clovisusd.k12.ca.us

Password: (same password he uses on a school computer)

2. Once you log in, you should see the see the welcome page. Click the "Install Office apps" button and select "Office 365."

Apps									Install Office \vee	
		w	x	•	N	5	र्षा	¥	Office 365 apps Includes Outlook, OneDrive for Business, Word, Excel, PowerPoint, and more.	
Outlook Explore all your	OneDrive r apps $ ightarrow$	Word	Excel	PowerPoint	OneNote	SharePoint	Teams	\rightarrow	Other install options Select a different language or install other apps available with your subscription.	
Documen	ts									

- 3. If you do not see the Welcome page with the "Install Office apps" button, simply click on the Office
 365 button near the upper left corner and you'll be taken to the welcome page.
- 4. If you are using **Internet Explorer**, you will get a Run or Save message at the bottom of your screen. Choose **Run and then click Yes**. (*If you are using Google Chrome*, your download will begin immediately. When the download finishes, click on the downloaded item at the bottom of your browser window to run it.)

Note: Installing additional languages on a computer that already has this version of Office doesn't count against your install limit (5).										
Review system requirements Learn how to troubleshoot your Office installation										
install	Do you want to run or save Setup.X64.en-us_O365ProPlusRetail_1677d166-9f93-472b-980c-913b900a064e_TX_PR_exe (1.25	MB) from c2rset	up.officeapps.live.com? × Save ▼ Cancel							



6. When the installation is complete, you will see a **Welcome to your new Office** message. Click **Close**.

