Office 365 Education for Staff and Students

Office 365 is available for all active CCSD staff and students to download free of charge on up to **five personal devices**. Included in this productivity suite are the following applications: Office 2016 Professional Plus (PC), Office 2016 (Mac), Outlook (Mac), Office for iPad and iPhone, and Office for Android.

To install Office 365 Education, your PC or Mac must meet the minimum system requirements.

- PC: Windows 7 or later
- Mac: OS X 10.10 or later
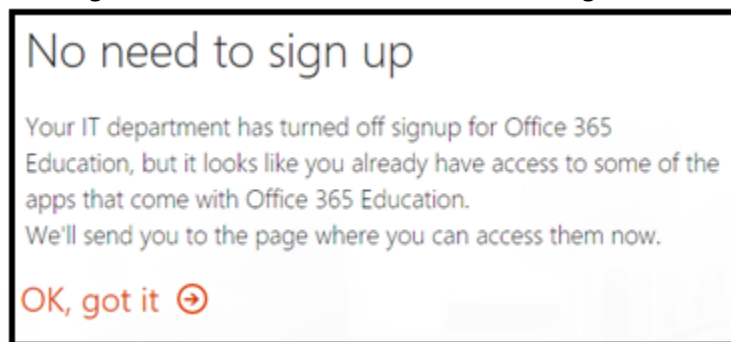- iPad/iPhone: iOS 8.0 or later
- Android: KitKat 4.4 or later

Please visit https://products.office.com/en-us/office-system-requirements for more information.

To register and download the software, follow these steps;
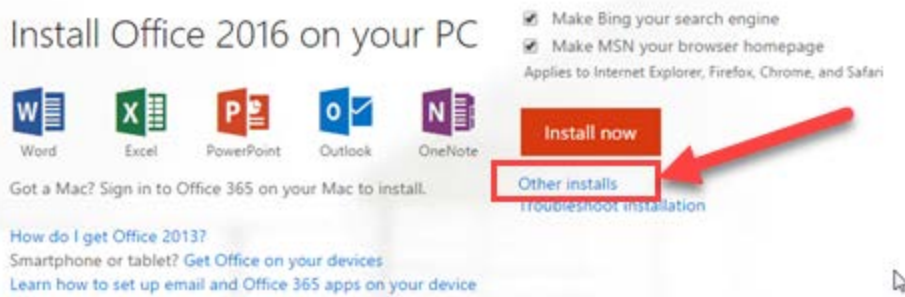
1. Visit portal.office.com
2. Sign in to Office 365 using the following
   Username: **AD Username@AD.ccsd.net**
   Password: AD Password
   Note: Your AD Username and password are those used to log in to the computer at school.

3. Click the   **Sign in**   link

4. You may get the message shown below. Click **OK, got it ⊖** to go to the installation page

5. Click on **Install now** to install the basic suite consisting of Word, Excel, PowerPoint, Outlook, and OneNote **OR** click on **Other installs** to install the full Office 2016 suite of products including Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Skype for Business, and OneDrive for Business that may be available.

6. If you chose "Other installs", click **Install** to begin the installation process