Instructions for Installing Microsoft Office 365 or Office 2013 for Students

What is Office 365 Education for Students?
Office 365 Education for Students is an Office 365 plan that is available for free to students who attend academic institutions that have purchased Office for faculty and staff available at www.Office.com/GetOffice365. This plan allows students to install Word, Excel, PowerPoint, Outlook, OneNote, Publisher, and Access on up to 5 PCs or Macs and Office apps on other mobile devices including Windows tablets and iPads®. The plan also includes 1TB of OneDrive storage, managed by the school.
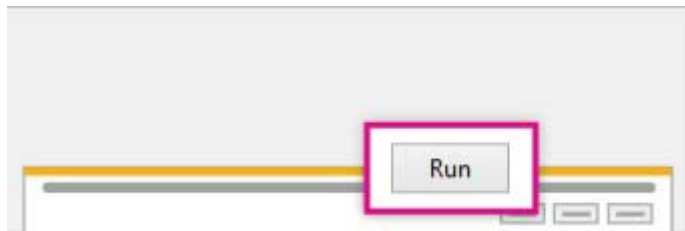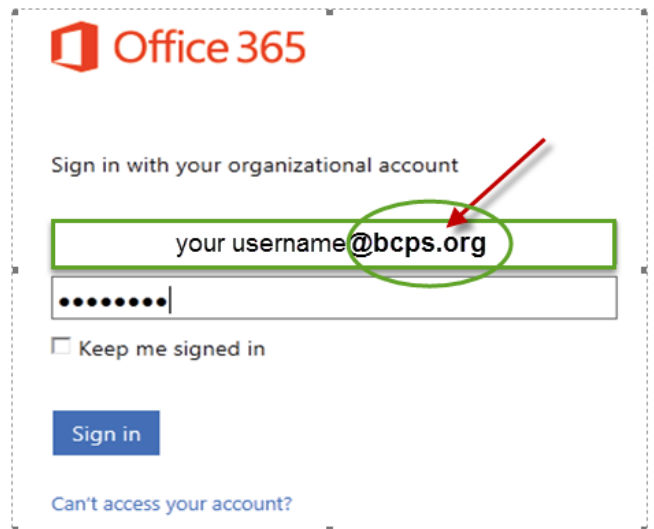
What are the minimum system requirements for Office 365 Education for Students?
To install Office 365 Education for Students, your PC or Mac must meet the minimum system requirements. View the system requirements.

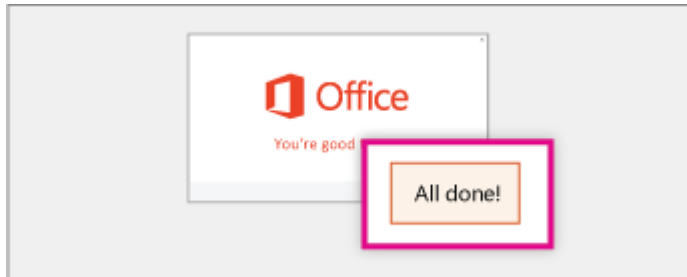**How long can I use this plan for?**
If you are eligible, you can use the plan until you graduate or are no longer enrolled at a qualified school. Student eligibility may be re-verified at any time. At expiration, the Office applications enter a reduced-functionality mode, which means documents can be viewed but it isn't possible to edit or create new documents. In addition, online services associated with the school email address, for example Office Online and OneDrive, will no longer work.

1) Open Internet Explorer or another Web browser.

2) Enter www.bcps.org/Office365 in the address bar.

3) At the Sign in screen, login with your BCPS username and add **@bcps.org** at the end. You will be using the student's internal password.

4) On the Installation page, make sure the Language is set to "English (United States)" and then click install. NOTE: By default Office 365 installs the 32-bit version- Do Not Change. BCPS does not recommend installing the 64-bit installation due to compatibility issues.

5) At the bottom of the screen, select Run.

6) Follow the prompts and accept the license agreement.

7) When you see "You're good to go," select "All Done!".

If you have any issues installing the software, or would like instructions for installing Office 365 on Apple or mobile devices, please click the "Troubleshoot Installation" link on the main installation page.