



Office 365 – Home Use Program

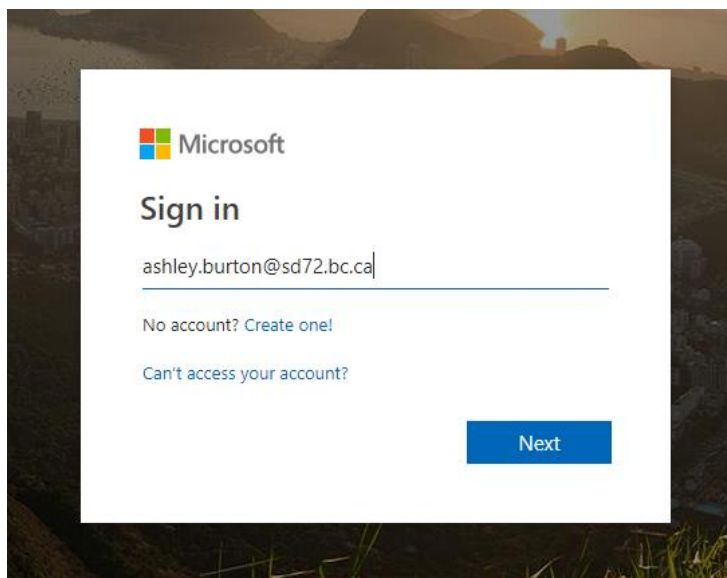
For many years Microsoft has offered the Home Use Program to education staff. Microsoft is continuing this program through Office 365 only. Our staff and students can download and use Office software on five home devices for as long as they are members of our school district. Please note that after you leave the district the software could be discontinued automatically by Microsoft.

If you are interested in accessing the software for home use please follow these steps:

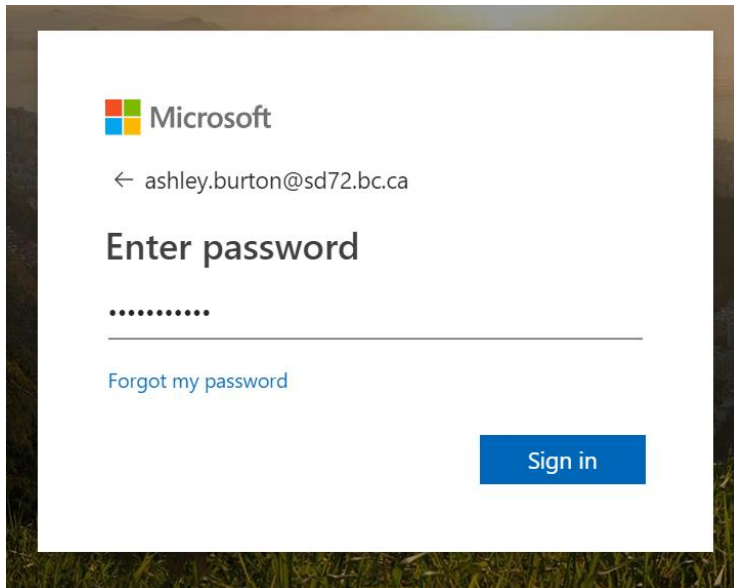
1. Open a web browser and type in the following <https://www.office.com/>
2. Click **Sign in**



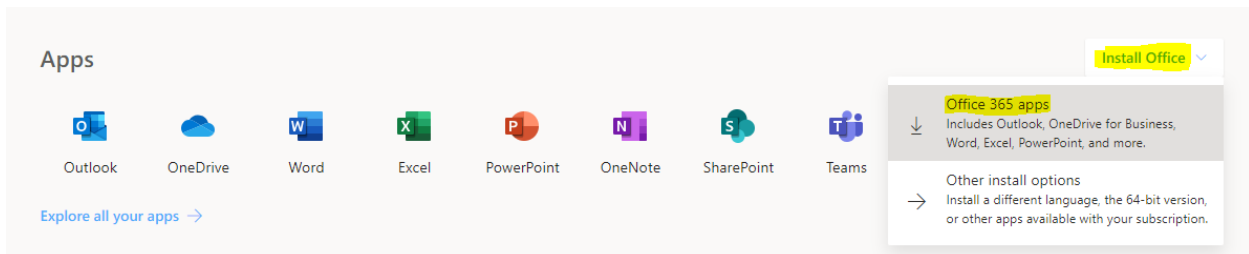
3. Enter in your **email address**



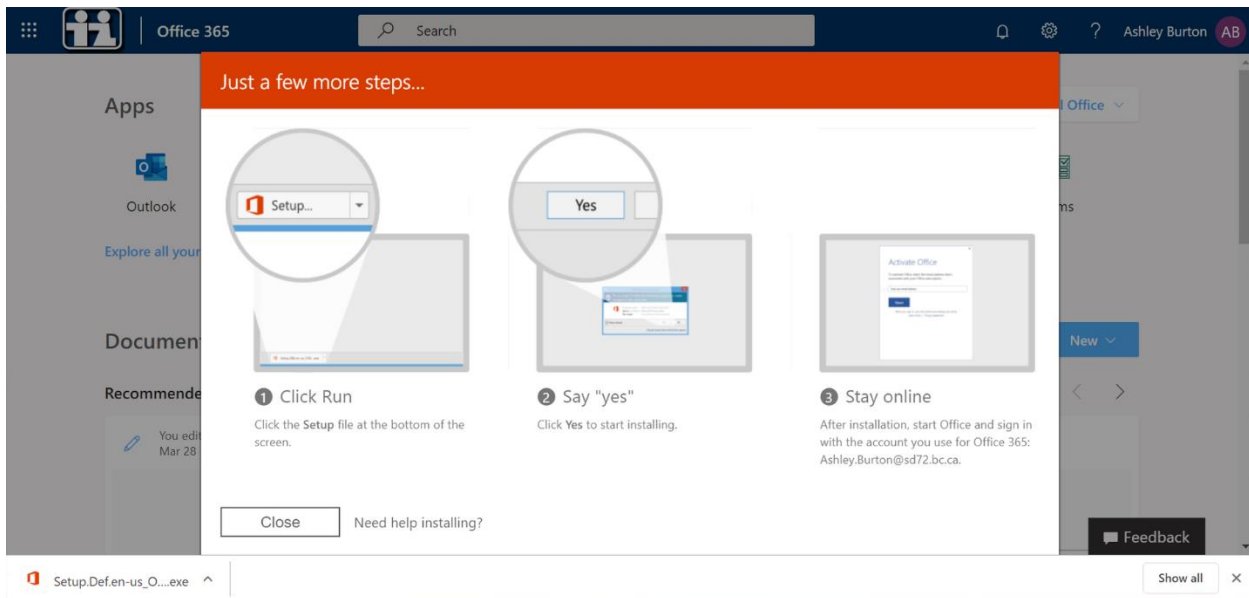
4. Enter in your **password**



5. Click on **Install Office**, then click **Office 365 apps**



6. Click on the **Setup.exe** button in the bottom left corner



7. Click **Close** once Office 365 has finished installing successfully