

Office 365 Microsoft Office Download Five Installs for Personal Devices

LCPS employees and students can follow the steps below to download FREE Microsoft Office 2013 or later on up to five personal devices.

System Requirements- The operating system must be **Windows 7 or later. This will not work on Windows XP or Vista.*

**Office: Mac 2016 can be installed on operating system 10.10.1 and higher.*

Tips:

- Employees and students may install this on any device they own.
- **Do not install this on any LCPS owned equipment. All installs on LCPS owned equipment should be done by a school technician.**

Installation Steps For Office 365 Microsoft Office

- Go to <https://portal.office.com>
- Log in with your student number as your username and the month and the year of your birthday as the password.

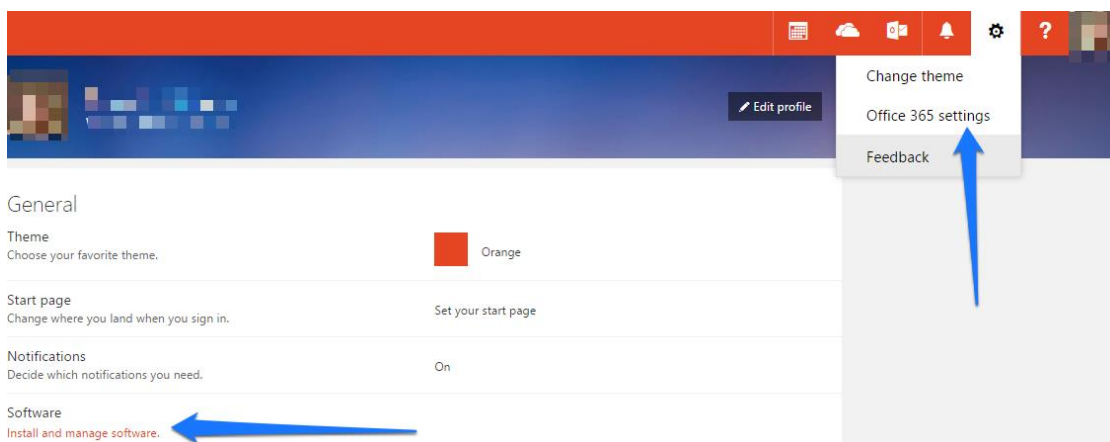
Install

- The **setup.exe** file will download.
- **Open** the downloaded file and **Run** the setup. This will take several minutes. Do not turn off the computer or go offline.
- The *Welcome to Your New Office* tutorial will appear. This is an optional tutorial.

This does not remove the current version of Office installed on the computer. Delete the previous shortcuts to Word, Power Point, Excel, etc. and add the new 2013 shortcuts to your most used programs.

Managing Your Installs: This allows you to see the computers that have the software installed or to deactivate an install on a specific computer:

- Select the gear/settings icon at the top right
- Select Office 365 Settings
- Select Software on the left
- Notice the options





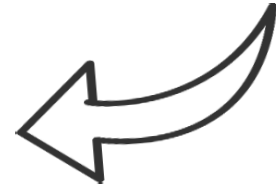
Offering Microsoft Office Online Apps
& Office Software Installs for personal devices



Unlimited Cloud-based
storage and sharing of files

✓ WEBSITE

<http://www.tiny.cc/seldens365>



✓ USERNAME

The student's username is:

StudentIDNumber@lcps.org

Example: 123456@lcps.org

✓ PASSWORD

The student's password is the month and day of
their birthday.

Example: August 8

Password: 0808