

Office 365 Information for Home Use

Loudoun County Public Schools would like to remind you that we provide Microsoft Office to every student and staff member free of charge! With Office 365, your child will now have access to the latest version of Word, for writing; Excel, for spreadsheets; PowerPoint, for presentations; OneNote, for organization and note taking; and much more.

- Install on up to 5 compatible PCs and Macs, plus 5 tablets (including iPad!)
- Use with OneDrive for automatic device syncing
- Gain valuable skills on the world's most popular productivity software
- Office subscription lasts for as long as your child is a student at LCPS and the Microsoft program continues

Instruct your child to follow these simple steps to get Office:
You will need **LEAD credentials** (studentID@lcps.org) to sign in.

1. Students

- a. Visit our [login portal](#) for students
- b. Login using your **LEAD credentials**

2. Staff Members

- a. Visit our [login portal](#) for staff
- b. Login using your **LEAD credentials**

Future downloads can be initiated by logging into the Office 365 portal at <http://login.microsoftonline.com>. Loudoun County Public Schools is not responsible for supporting or troubleshooting issues with personal devices. If you are having issues installing Office, please review the attached FAQ and guide located at <http://aka.ms/Y0o21h> for assistance.

<https://www.lcps.org/Page/150449>