

Microsoft Office 365 for Students

All students in grades two through twelve are given Microsoft Office 365 accounts at the same time their Google Apps for Education accounts are set up. This allows any student in those grades to get five copies of the newest version of Microsoft Office for **free**—both for Mac and Windows.

As long as the student stays enrolled at Eden Valley-Watkins Public Schools, their copy of Microsoft Office will remain active. If the student transfers elsewhere, or graduates, their copy will invalidate. Follow the steps below to obtain your free copies of Microsoft Office. *Please keep in mind that we do not provide support for personal devices, therefore no support is provided for this program.*

Steps

1. Open up a web browser and go to login.microsoftonline.com
2. Enter your EVW email address and password and sign in
3. Once you are signed in, click the Install button
 - a. If you do not see the Install button, scroll down
4. Your copy of Office will start to download
5. After the download finishes, launch the file to begin installation
6. When the installation completes, launch Word to activate your copy of Office
7. It may ask you to sign in or activate using a product key, choose to sign in to activate and sign in in the same manner as you did in step 2
8. Once you sign in, Office will continue to download and your installation will complete