



## Introducing Office 365 for Students

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Leon County Schools is proud to announce the new Microsoft Student Advantage Program to students and parents. This program provides free access to Office 365 Pro Plus for students enrolled in school districts that purchase enterprise-level licenses. Leon County Schools meets this requirement!

Any student who is currently enrolled in the Leon County School District is eligible and may download and install Office 365 Pro applications on up to 5 devices (PC, MAC, and/or mobile device).

## Who is Eligible for the Microsoft Student Advantage?

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Any student who is currently enrolled in the Leon County School District is eligible to download and install Office 365 Pro applications on up to 5 devices (PC, MAC, and/or mobile device).

The Leon County School District has created accounts for all students currently enrolled.

**Student Login:**

Email Address-

Your child's unique 9 digit student ID number followed by *@edu.leonschools.net*

*For Example:*

**#####@edu.leonschools.net**

Password-

The same password your child uses to login to the computers at school. *(If your child has not logged in this school year they will need to set their password at school before attempting to login remotely to access Office 365 for download).*

**For assistance please email LCS Tech Help Desk at [helpdesk@leonschools.net](mailto:helpdesk@leonschools.net) or call 850.487.7524 during normal school hours.**

For student password assistance parents please email Susan Clark, Cobb Technology Coordinator at [clarks3@leonschools.net](mailto:clarks3@leonschools.net) Monday –Friday during normal school hours.

## How do Students Download Microsoft Office?

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1. Using the Internet Explorer web browser, go to the following website:  
<https://login.microsoftonline.com>
2. Enter the student's email where it says *someone@example.com* and click in the next field. It will redirect you to a separate login box.
3. Enter the student's email and password that was provided by your child's school.
  - **Your child's unique 9 digit student ID number followed by @edu.leonschools.net is their email address**  
*For Example:*  
*111111111@edu.leonschools.net*
  - **For the password is they should use the one they use to login to the computers at school.** *(If your child has not logged in this school year they will need to set their password from a school computer before attempting to login remotely to access Office 365 for download).* *Please contact [clarks3@leonschools.net](mailto:clarks3@leonschools.net) for student password help.*
4. Click on "OFFICE" on the left hand column to make sure it is highlighted in blue.
5. Check to ensure that you have available installations by looking at the computer name, operating system and installation dates. Remember: Each student only can install the software on 5 devices.
6. Click on the drop-down menu and select the appropriate language.
7. Click INSTALL.
8. Once installation begins, the installation program will scan your computer for any previous versions of Microsoft Office.
9. If you have Microsoft Office 2013 installed already, you will have to remove it from your system before continuing the installation.
  - If you have to remove Office, you must complete these steps:
  - Once prompted, select the Fix It Button at the top of the screen to uninstall the program (Office 2013/Office 365).
  - Click Run.
  - Once complete you must reboot your computer and log in again and repeat steps 1-5.
10. If you do not have to remove Office, your installation of Office 365 ProPlus will begin.
11. Once the application is loaded, a progress box will appear as the software downloads the final settings. Please note that the speed of your connection will determine the speed of this part of the installation.
12. Once all loading is complete, follow the steps (wizard or online prompts) to personalize your Office 365 ProPlus and begin using your software.

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# ELIZABETH COBB MIDDLE SCHOOL

**Tonja Fitzgerald, Principal**  
**Mike Holmes, Assistant Principal**  
**Matt Roberson, Assistant Principal**

December 3, 2014

Dear Parents,

In order to help our students prepare for success this school year, we're providing Office to every LCS student 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 here

Instruct your child to follow these simple steps to get their Office:

1. For PC and Mac:
  - a. Visit <http://www.leonschools.net/office-365>
  - b. Click on the "Download" link and follow the instructions
  - c. On the installation page select your language and click install
2. For iOS and Android:
  - a. Download from your app store
  - b. iPad: Word, Excel, PowerPoint
  - c. iPhone
  - d. Android
3. Sign in with your school credentials for full editing capability

Your child will need their school email account to sign in. The userid is your student's student ID number followed by "@edu.leonschools.net". For example: 123456789@edu.leonschools.net where "123456789" is their student id number.

The password is the same password your student uses to login into computers at school. They should know this password.

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