

Office 365

Microsoft Office is now available free to all students and staff! Follow the instructions below to install a full copy on up to 5 devices. Free mobile apps are also available.

Warning:

This free installation will work until shortly after you graduate or withdraw from Leon County Schools. Any older version of Office already installed on your personal computer will be replaced. Make sure you have the installation disc and/or key to reinstall your old version of Office or you will have to pay to reinstall the software.

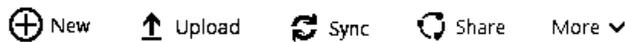
Instructions for Office installation:

1. Type the following address into your browser: <http://portal.office365.com>
2. Type your student ID number as shown below into the email box:
StudentID#@leonschools.net
3. If typed correctly, an “authentication required” dialogue will pop up.
4. Enter your school login and password.
5. Choose Eastern time then click “Save”.
6. On the right side, uncheck both boxes and click the “install now” button.
7. Follow the installation instructions. Choose to run the program.

Language: English [Change](#)
 Make Bing your search engine
 Make MSN your browser homepage
Applies to Internet Explorer, Firefox, Chrome and Safari

[Install now](#)

Instructions for OneDrive (cloud storage):

1. Complete steps 1-4 above.
2. Click the blue button on top left. 
3. Find and click “OneDrive”. 
4. Look at the options available for OneDrive.

 - “New” allows you to create a new folder or create a new file using one of the Office programs online.
 - “Upload” allows you to save a document from your computer to OneDrive.
 - Drag and drop method: Drag a document icon into OneDrive (when dragging, a rectangle will show on the screen and will say “Drop here...” indicating where to drop the document) then drop the document into this rectangle.
 - “Sync” allows you to sync OneDrive to another device.
 - “Share” allows you to share the document with specific people.