

Free

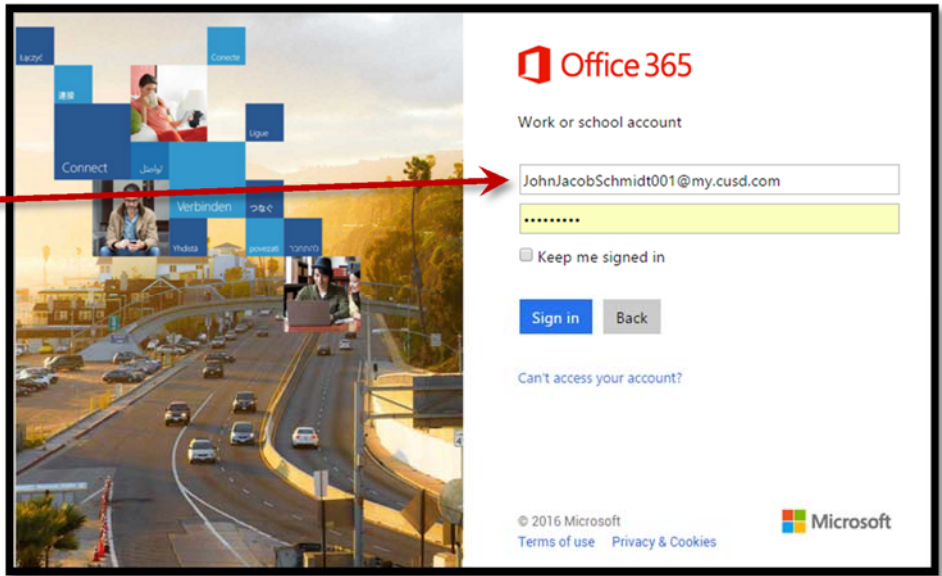
LATEST VERSION OF MICROSOFT OFFICE FOR STUDENTS!

No, that title is not a mistake, nor is it an April Fool's joke. As long as you are a Clovis Unified student, you can download up to **five (5) free copies of the latest version of Microsoft Office** on your personal computers at home. You will receive the latest full version of Word, PowerPoint, Excel, Outlook, OneNote, and Skype for Business. When you are no longer a CUSD student, your software will de-activate.

Simply follow these directions to get your copies.

1. Using one of your personal computers, go to **portal.office.com** and log in with your student account. This will be the same username you use to log into the school computers followed by **@my.cusd.com**

The password is the same one you use to log into a school computer. If you can't remember your password, ask your teacher to reset it. Once it is reset, it will be your first initial upper case, last initial lower case, then your ID number. Click **Sign in**.



John Smith would sign in like this:

Username: johnjacobschmidt001@my.cusd.com

Password: Js150123456 (Upper case J and lower case s)

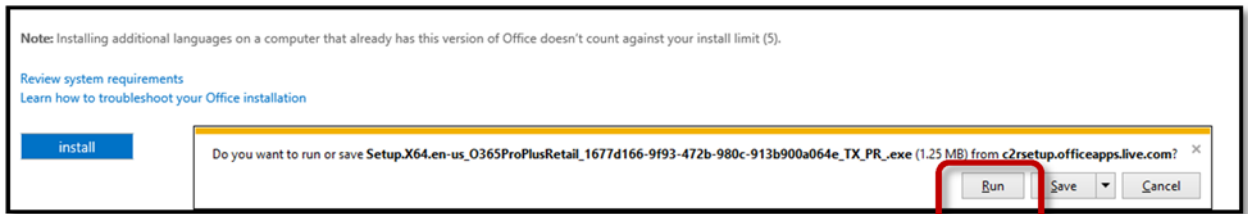
2. Once you log in, you will see the see the "**Install Office on your PC**" page. Click the **Install Now** button. Now you can skip to Step 4. (If you've logged into your account in the past, you might not see this screen. Go to Step 3 and continue from there.)



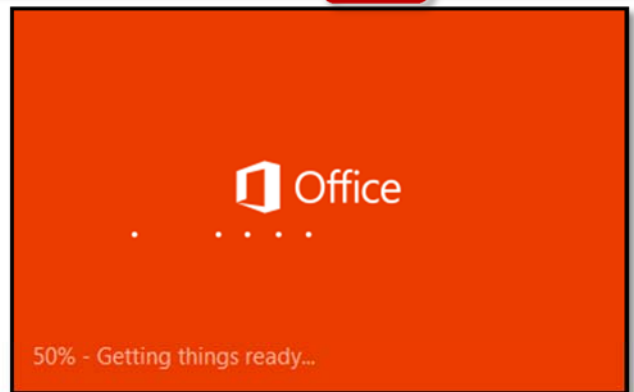
3. If you do not see the “Install Office on your PC” page, simply click on the Office 365 button near the upper left corner.



4. If you are using Internet Explorer, you will get a Run or Save message at the bottom of your screen. Choose **Run**. (If you are using Google Chrome, your download will begin immediately. When the download finishes, click on the downloaded item at the bottom of your browser window to run it.)



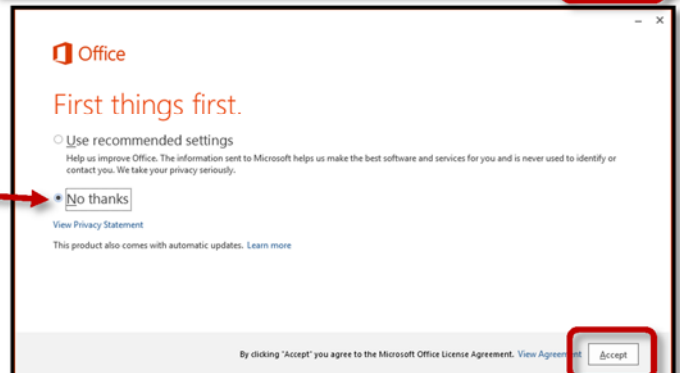
5. You will see a status window letting you know how your installation is progressing.



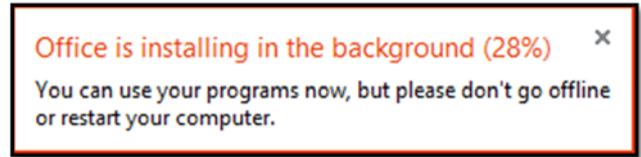
6. When the installation is complete, you will see a **Welcome to your new Office** message. Click **Next**.



7. On the **First things first** message, choose **No thanks** and click the **Accept** button.



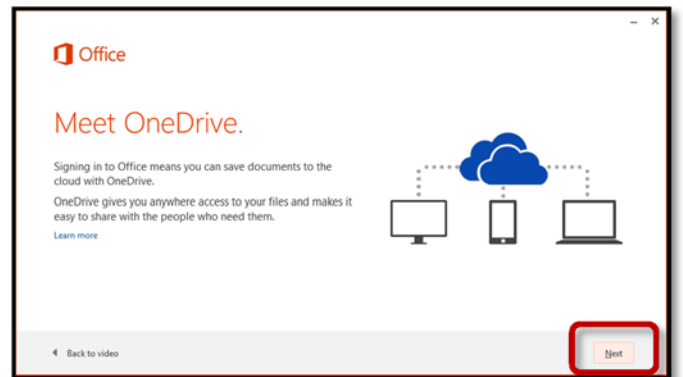
8. You will see another installation status window. Make sure you **don't go offline or restart** your computer while it is running.



9. When the installation is complete, a video tutorial will begin playing. When it is finished, click **Next**.



10. Now you will see a **Meet OneDrive** message. Click **Next**.



11. Next, you will see a **Hello** message. You can choose one of the themes for how you want Office to look. After you choose, click **Next**. Now you can use Office!

