

## Microsoft Office 365 for FREE!

Great news! Microsoft Office 365 are now available to Howland students, **grades 5-12, for free**. This benefit is made possible because the district maintains a subscription licensing agreement with Microsoft. Office 365 for Education is a collection of services that allows you to collaborate and share your schoolwork. The service includes Office Online (Word, PowerPoint, Excel, and OneNote), unlimited OneDrive storage, Yammer, and SharePoint sites. Additionally, teachers and students can install the full Office applications on up to 5 PCs or Macs for free. These are full versions of Microsoft Office!

In order to download the software, students will need a valid **@howlandschools.org** (or @howland.k12.oh.us) based student email account.

You can access the download site with the following link: <http://products.office.com/en-us/student/office-in-education?tab=2eachers>

- Once at the download site, enter your school assigned email address and click the green “Get started” button.
- When you have entered a valid email address, you will be asked to select a student or teacher account, select “I’m a student.”
- Microsoft will then send an email to the email address specified with instructions on how to set up your Office 365 account and download the software. If you don’t see the email, you may need to check your Spam or junk email folder.

To use **Office 365 Online** on your **Chromebook** or other mobile device, set up your student account first (using the link above) and then sign in with your school email using the following link: <https://www.office.com/>

Note: Because this program is administered by Microsoft, the district can provide limited technical support.