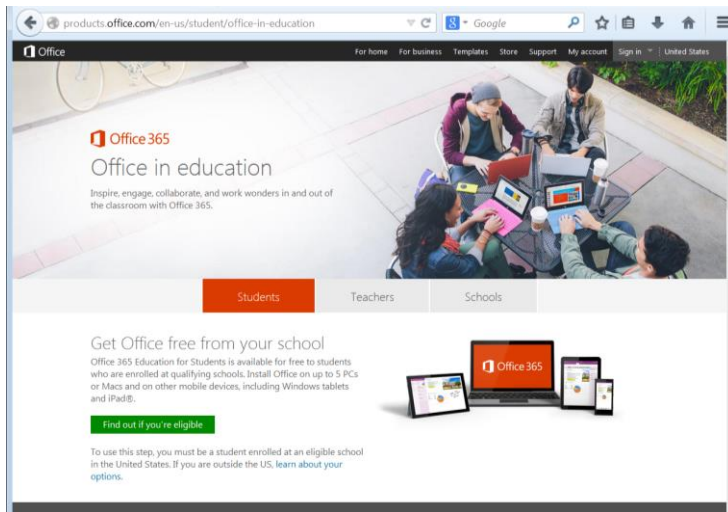


How to get Microsoft Office Download

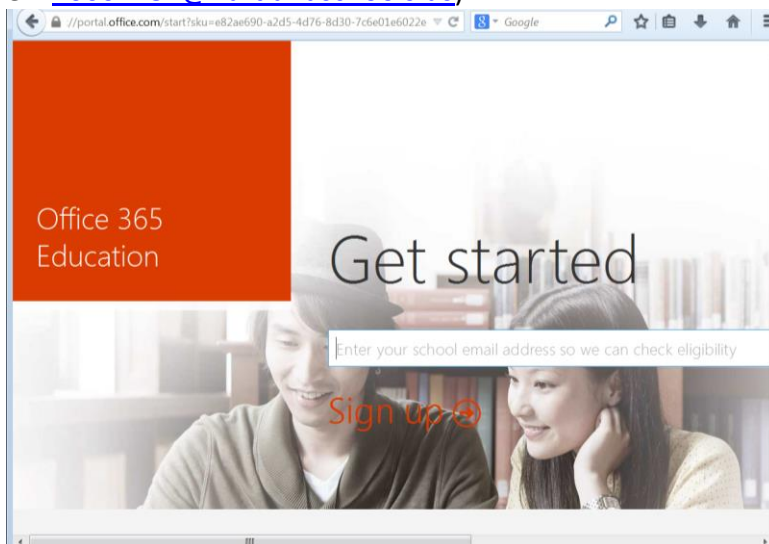
Because Hartland Schools has a licensed Office school wide, Office 365 Education is available for free to our students who are at least 13 years old and have a school email address. These Hartland Students can install Office on up to 5 PCs or Macs and on other mobile devices, including Windows tablets and iPad®. Just follow the directions below to sign up.

Go to: www.Office.com/GetOffice365

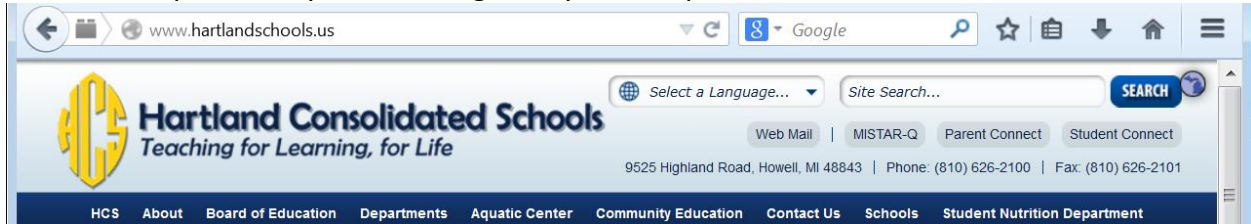
Under the student tab, Click on the “Find out if you are eligible” button



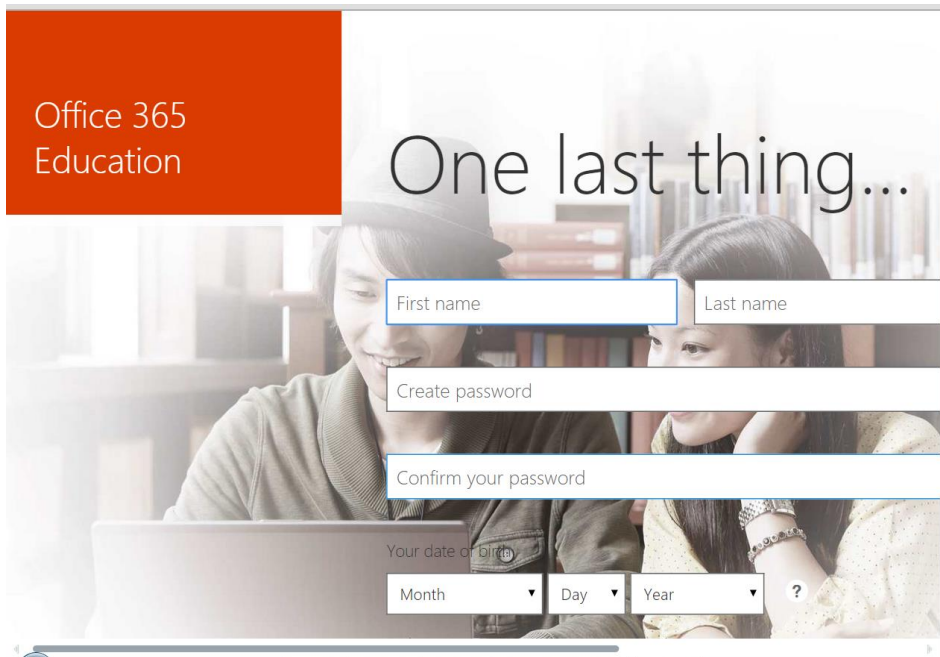
On the next screen enter your school email (student number followed by @hartlandschools.us ex: 20001234@hartlandschools.us)



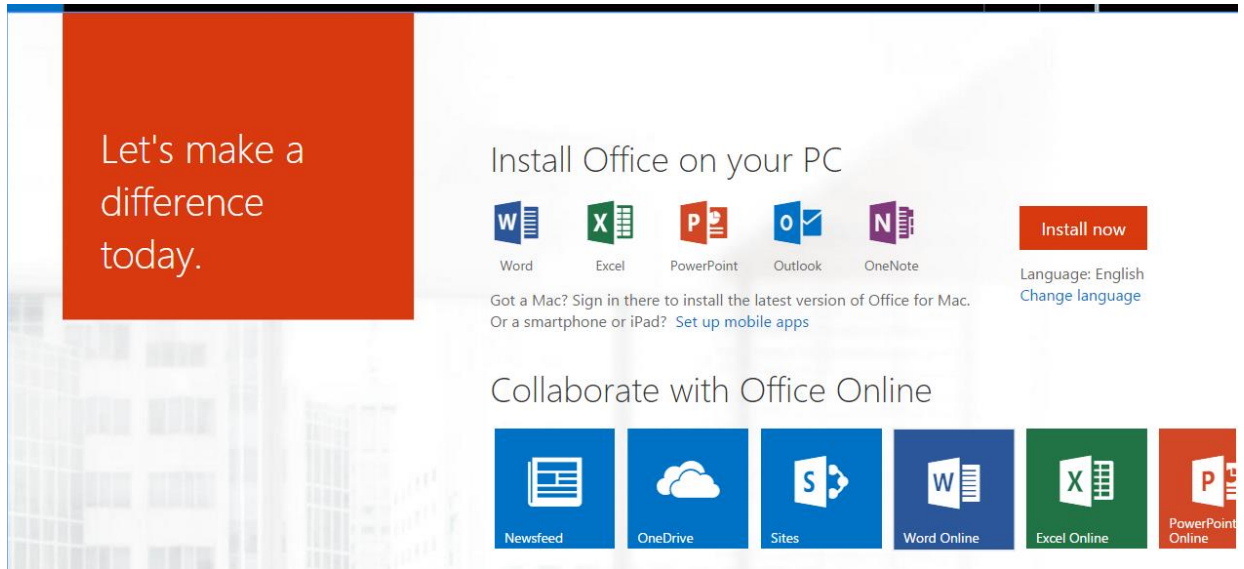
You will then need to go check your school email. You can access your school email from the Hartland Schools Website (www.hartlandschools.us) and clicking on the Web Mail button. Use your full school email address (ex: 20001234@hartlandschools.us) and the password will be the same password you use to log onto your computer at school.



When you receive an email from Microsoft, open it and follow the “Complete Office 365 Education Signup” or copy & paste the link listed in the email to your browser. The following screen will appear. Fill out the information requested. After you have this filled out click on “Start”



You will then see this screen.



You are now ready to either download Microsoft Office Products or use Office 365 (online).

You can access Microsoft Office and the files you saved to OneDrive by going to www.portal.office.com and logging in using your school email address and the password you selected.