

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, and OneNote. When you are no longer a CUSD student, your software will de-activate, and documents will become Read Only.

Simply follow these directions to get your copies.

1. Using your personal computer, 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 @clovisusd.k12.ca.us Then click the **Next** button.

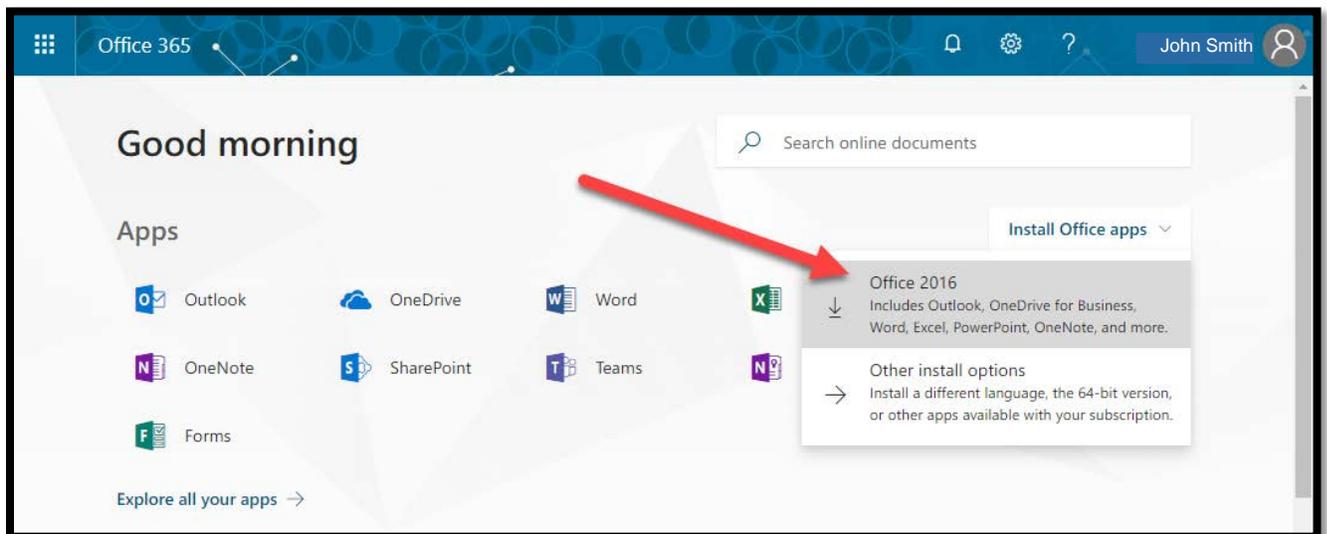
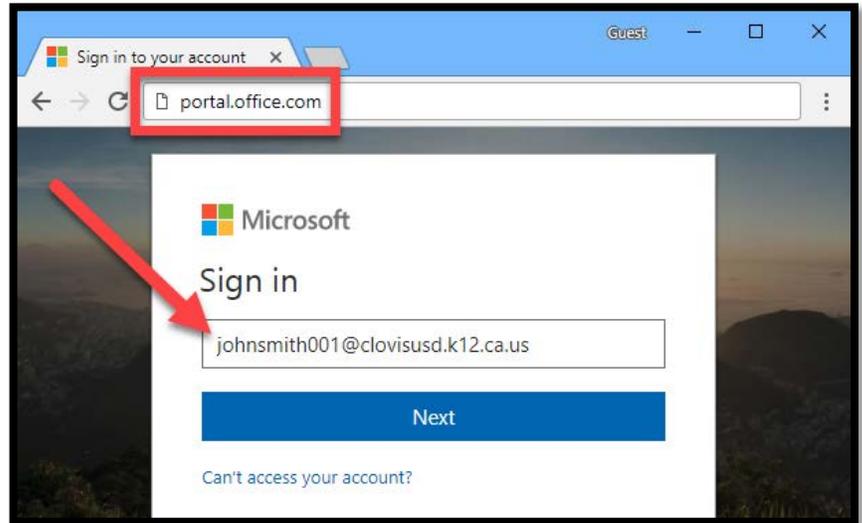
The next screen is for your password. Your password is the same one you use to log into a school computer. (If you can't remember your password, ask your teacher to reset it. Once it is reset, you'll need to login to a school computer and change your password. Then you'll be able to login to your Office 365 account.)

John Smith would sign in like this:

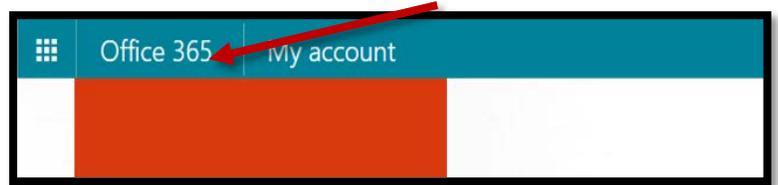
Username: johnsmith001@clovisusd.k12.ca.us

Password: (same password he uses on a school computer)

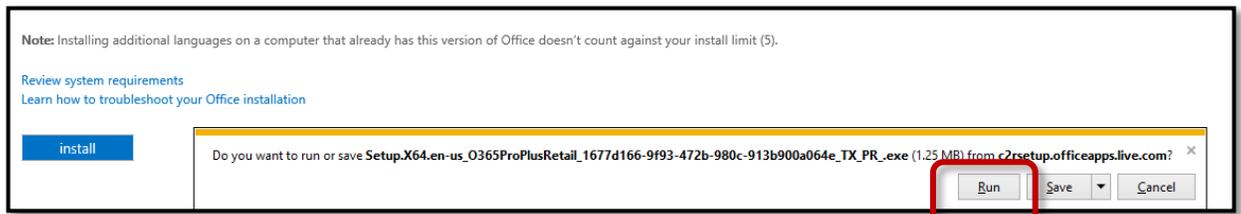
2. Once you log in, you should see the see the welcome page. Click the "Install Office apps" button and select "Office 2016."



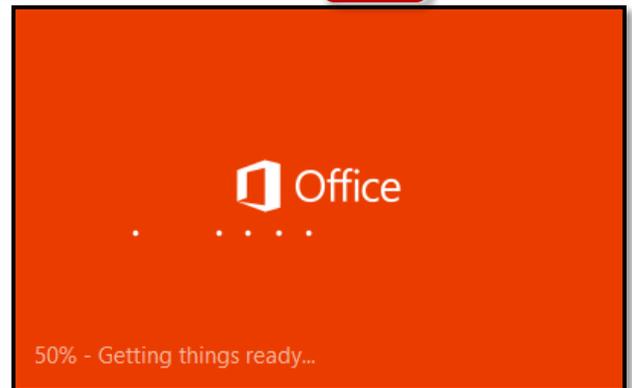
3. If you do not see the Welcome page with the “Install Office apps” button, simply click on the Office 365 button near the upper left corner and you’ll be taken to the welcome page.



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.)



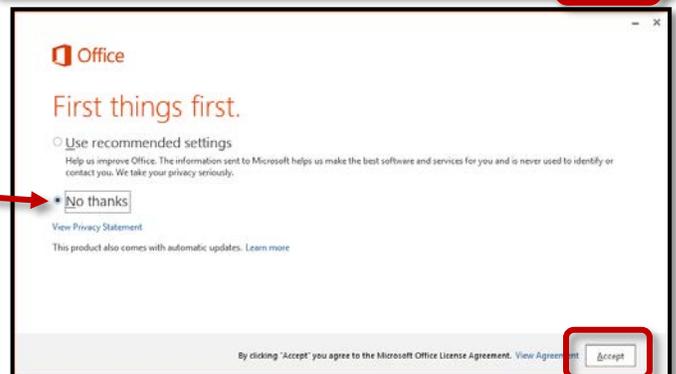
5. You will see a status window letting you know how your installation is progressing.



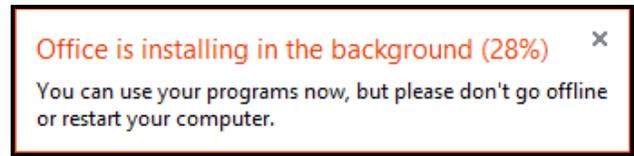
6. When the installation is complete, you will see a **Welcome to your new Office** message. Click **Next**.



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



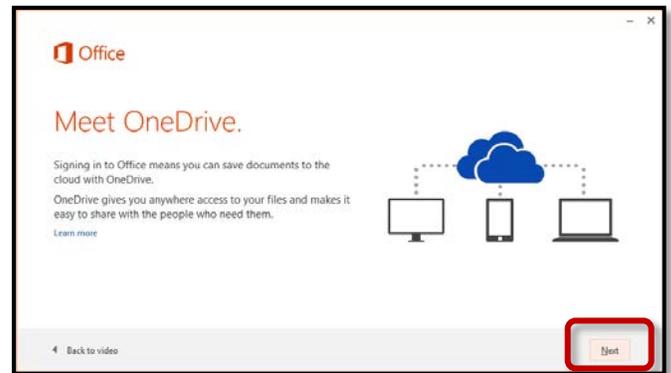
8. You will see another installation status window. Make sure you **don't go offline or restart** your computer while it is running.



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!

