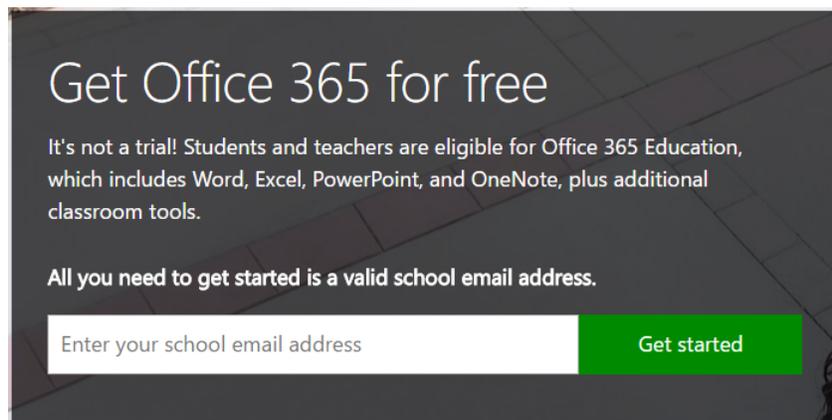


How to Get A Free Microsoft Office 365 Student Account

Did you know that students are eligible for an Office 365 Student Account that lets you use any of the Office 365 online apps and download a free copy of Microsoft Office to your computer? Simply go to <https://products.office.com/en-us/student/office-in-education> and create an online account using your student email address. (Tip: it will be in the format wXXXXXXXX@apps.losrios.edu, where the X's are your student ID number.)

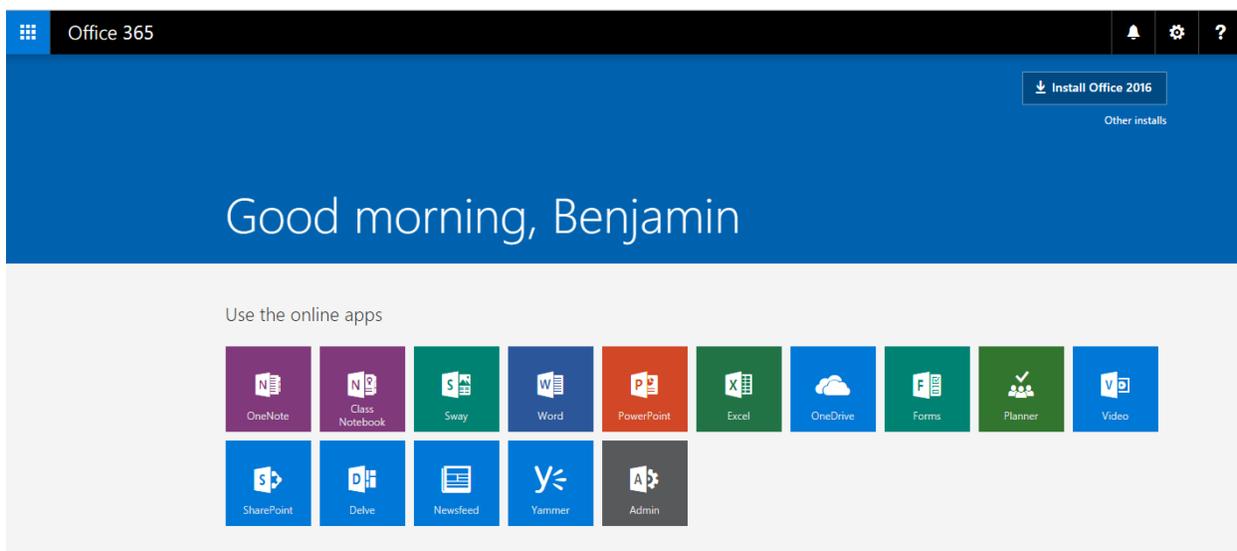


After you type in your email address, click on "I'm a student" on the next screen.

I'm a student →

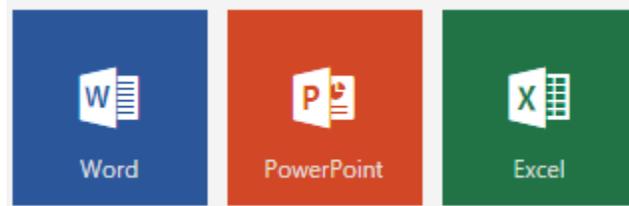
I'm a teacher →

At this point, Microsoft sends an email to you at your school email account. Click on the button in that email, create a password for your account and you are all signed up. Any time you need to access Office 365, go to www.office.com and click on the "sign in" link in the upper right hand corner and it will log you in to Office 365, which looks like this:

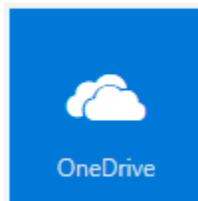


What can you do with Office 365?

Notice all the apps listed in the blocks in the middle of the page. Those are online versions of the same apps you can use with Microsoft Office, plus some more that are only online. The Office 365 apps you will probably use most are Word, PowerPoint and Excel. Clicking on any of these will take you to a version of the app that opens in your browser and is almost exactly the same as the offline version.



Anything that you create in Office 365 can be saved to OneDrive, Microsoft's cloud based storage app. This means you can access your files from any computer that is connected to the internet by logging back in to Office 365, clicking on the OneDrive app and choosing your file. In fact, you can save any type of file to OneDrive, it doesn't have to be something you created in the Office 365 apps. PDFs, photos, videos and other files can be added by dragging and dropping them into the OneDrive screen on your browser or clicking "upload" in the upper left hand corner. You have 1,000 gigabytes of storage so go nuts!



If you want to download Microsoft Office to your computer for offline use (this is the version you see on school computers). Click on "Install Office 2016" in the upper right hand corner of the Office 365 homepage, where you see all the apps listed. A "setup" file will be downloaded that you can run to start the installation of Office. Office 365 lets you download the offline version of Microsoft Office onto a total of 5 computers so if you have more than one computer at home, you are covered.



This is just an overview of some of the things you can do with Office 365. If you want to learn about some of the other apps or get more training, Microsoft has created a page with tutorials that you can access at www.microsoft.com/en-us/education/students/resources/default.aspx