



ROANOKE CITY
PUBLIC SCHOOLS
Strong Students. Strong Schools. Strong City.

To: Parents of All Students 13 Years of Age and Older
From: RCPS Administration
Date: 2/5/15

A recent licensing agreement between Roanoke City Public Schools (RCPS) and Microsoft entitles qualifying RCPS students the ability to download the most recent version of MS Office on home computers and mobile devices.

Please review the following frequently asked questions, also found at <http://products.office.com/en-us/student/office-in-education>. If you have interest in taking advantage of this benefit, please follow the accompanying directions to install the application. **Please understand, while RCPS is providing the potential benefit of Office 365, that RCPS does not provide any support or assume any liability as a result of the choice to proceed with the installation of Office 365 through the use of an RCPS provided account.**

What is Office 365 Education for Students?

Office 365 Education for Students is an Office 365 plan that is available for free to students who attend academic institutions that have purchased Office for faculty and staff available at www.Office.com/GetOffice365. This plan allows students to install Word, Excel, PowerPoint, Outlook, OneNote, Publisher, and Access on up to 5 PCs or Macs and Office apps on other mobile devices including Android, iPad®, and Windows tablets. The plan also includes 1TB of OneDrive storage, managed by the school, and students can edit and collaborate using Office Online.

What are the eligibility requirements for Office 365 Education for Students?

Schools qualify for this benefit when they have licensed Office institution-wide for their faculty and staff through Microsoft's Volume Licensing program and are enrolled to allow students to sign-up directly with Microsoft. Active full- or part-time students at qualifying schools are eligible if they:

- Have an active, school-specific email address provided by the school (for example, contoso.edu) that can receive external email
- Are of legal age to sign up for an online offer individually (13 years old)
- Have Internet access

How long can I use this plan for?

If you are eligible, you can use the plan until you graduate or are no longer enrolled at a qualified school. Student eligibility may be re-verified at any time. At expiration, the Office applications enter a reduced-functionality mode, which means documents can be viewed but it isn't possible to edit or create new documents. In addition, online services associated with the school email address, for example Office Online and OneDrive, will no longer work.

Who manages the OneDrive account provided with this offer?

This account is associated with the school and should be used for school-appropriate content, such as homework and schoolwork. Permissions and access can be changed by the school's IT administrator at any time.

Can I share the plan with others?

Office 365 Education for Students is licensed for use only by the eligible student at a qualifying school.

What do I do if my school doesn't qualify and I'm not eligible?

We have many other Office options for you to consider, [see the options](#). If you are still interested in Office 365 Education for Students and are not currently eligible, ask your IT department to consider licensing Office for faculty and staff through Microsoft's Volume Licensing program to get this student benefit. [Learn more](#).

What are the minimum system requirements for Office 365 Education for Students?

To install Office 365 Education for Students, your PC or Mac must meet the minimum system requirements. [View the system requirements](#).

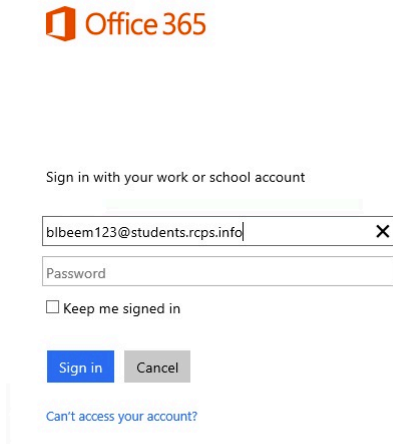
I'm having trouble installing Office, where can I get help?

If you're experiencing issues trying to install Office on your PC or Mac, see [Troubleshoot Office installation with Office 365 for business](#).

iPad is a registered trademark of Apple Inc., registered in the U.S. and other countries.

Downloading Office on Home Computers:

1. Log into Office 365 you can use the link on your schools website.



Office 365

Sign in with your work or school account

blbeem123@students.rcps.info ✕

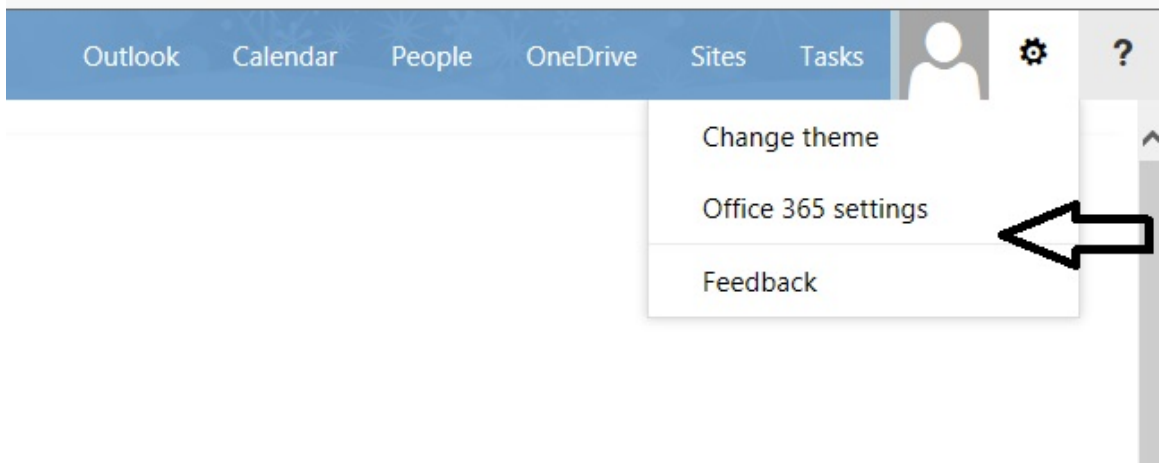
Password

Keep me signed in

Sign in Cancel

[Can't access your account?](#)


2. Click on the gear near the right hand side of the page and then click on Office 365 settings.



3. Click on software.

Office 365 settings

Me
@students.rcps.info

- Software**
Install and manage software. 
- Theme
Choose your own theme.
- Start page
OneDrive
- Notifications
Decide which notifications you see. Your changes will take effect next time you sign in.
- Password
Change your password.

Information
If you want to update this information, contact your IT department.

First name
Last name
Mobile phone number
Phone:
Address
City
State or province
ZIP or postal code
Country or region:
US
Unique identifier

Assigned licenses
Yammer for Academic
Office Online for Education
SharePoint Plan 1 for EDU
Exchange Online (Plan 1)
The latest desktop version of Office

Add information about me to share with my coworkers.
[Edit my About me page](#)

4. Click on Install.










Software

- Office**
- OneDrive
- Tools & add-ins
- Desktop setup
- Phone & tablet

Office

Install the latest version of Office

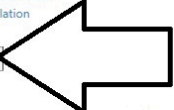
This will install the following apps on your computer: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Lync, InfoPath.

Word Excel PowerPoint OneNote Access Publisher Outlook Lync InfoPath

Language: Version:

[Review system requirements](#)
[Troubleshoot installation](#)

Install 

Not ready to install the latest version of Office?

If your computer doesn't meet the system requirements for the latest version of Office or your language isn't supported yet, you can install the previous version of Office.

[Install Office Professional Plus 2010](#)
[Install Office Professional Plus 2010 language packs](#)

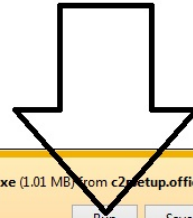
5. Click on Run.

st version of Office?

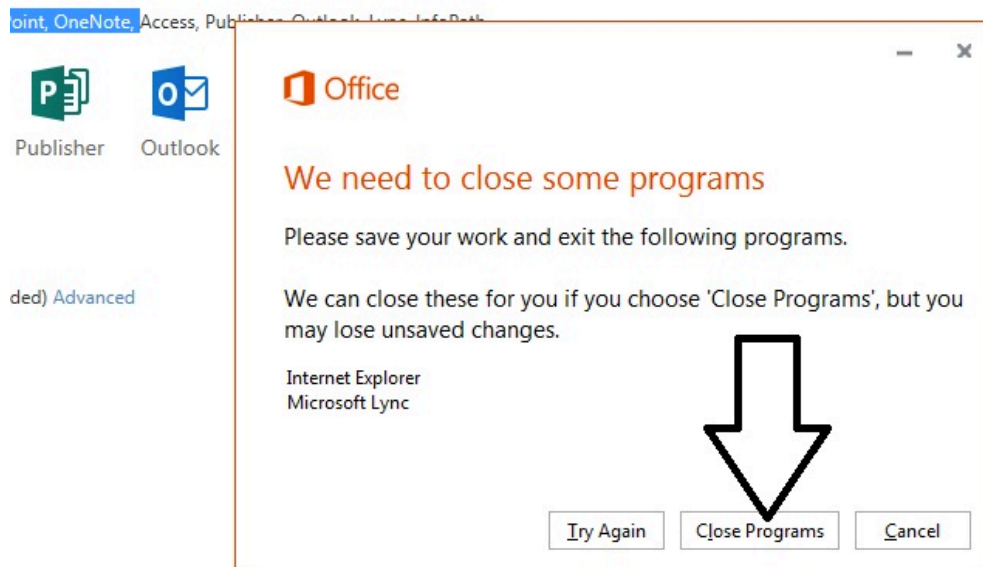
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.010

.010 language packs

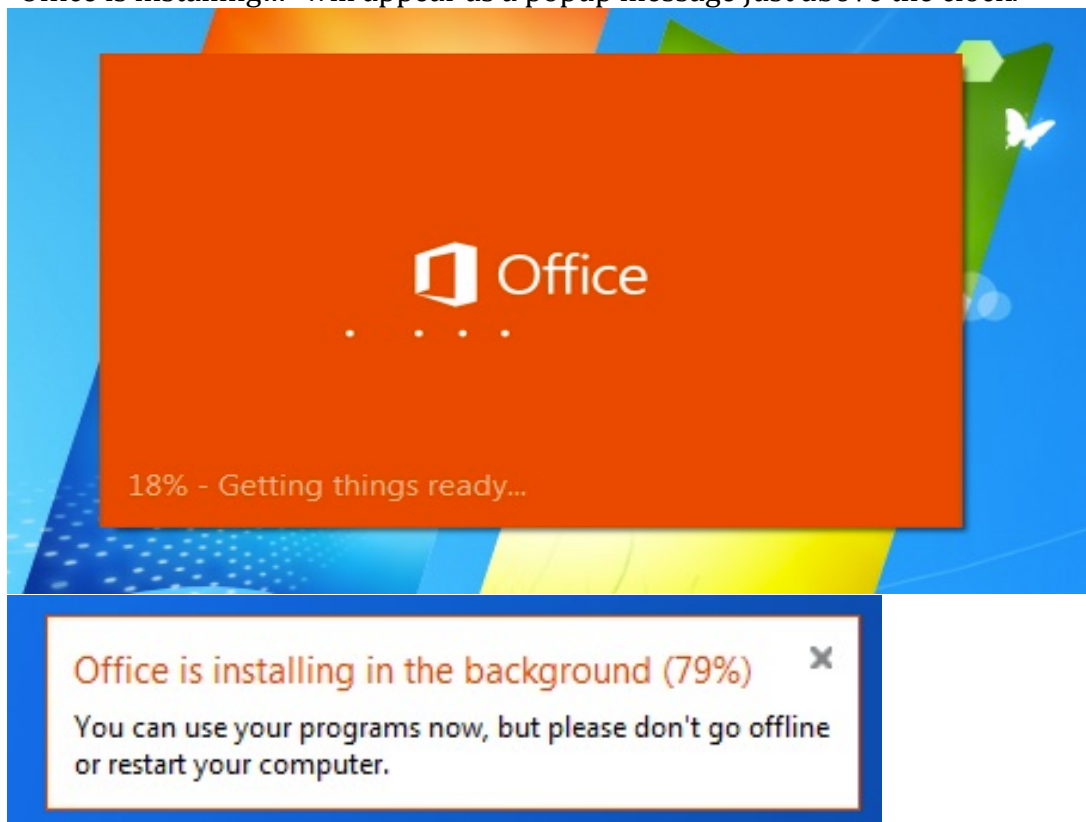


6. You might have to click close programs Internet Explorer and all Microsoft Office programs need to be closed.

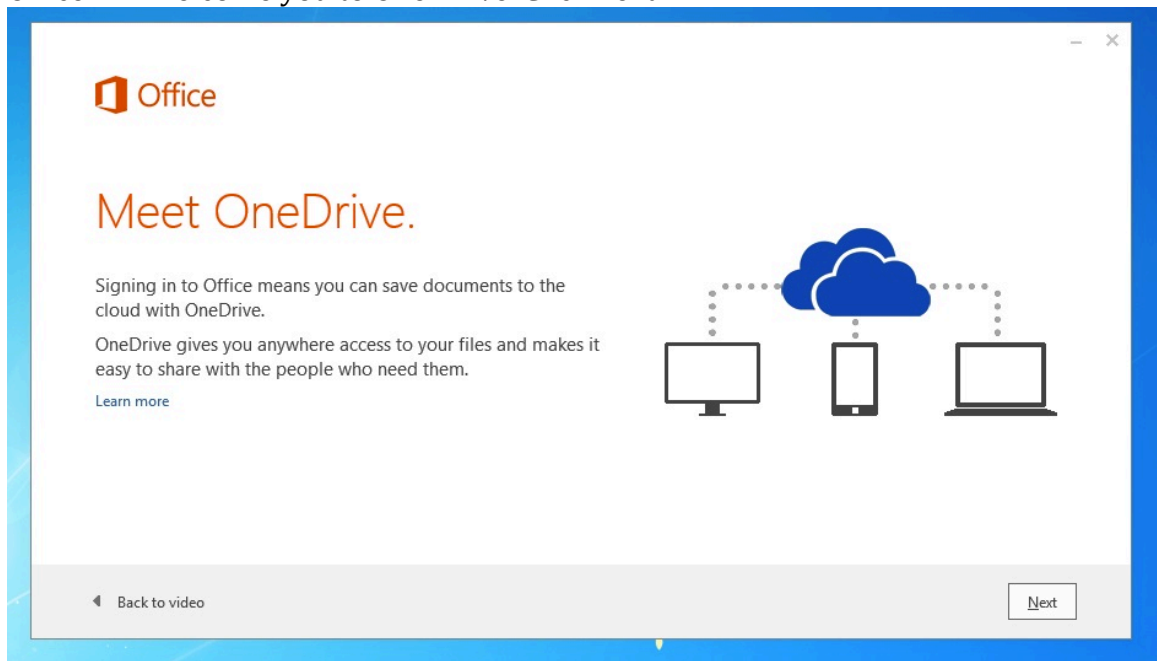


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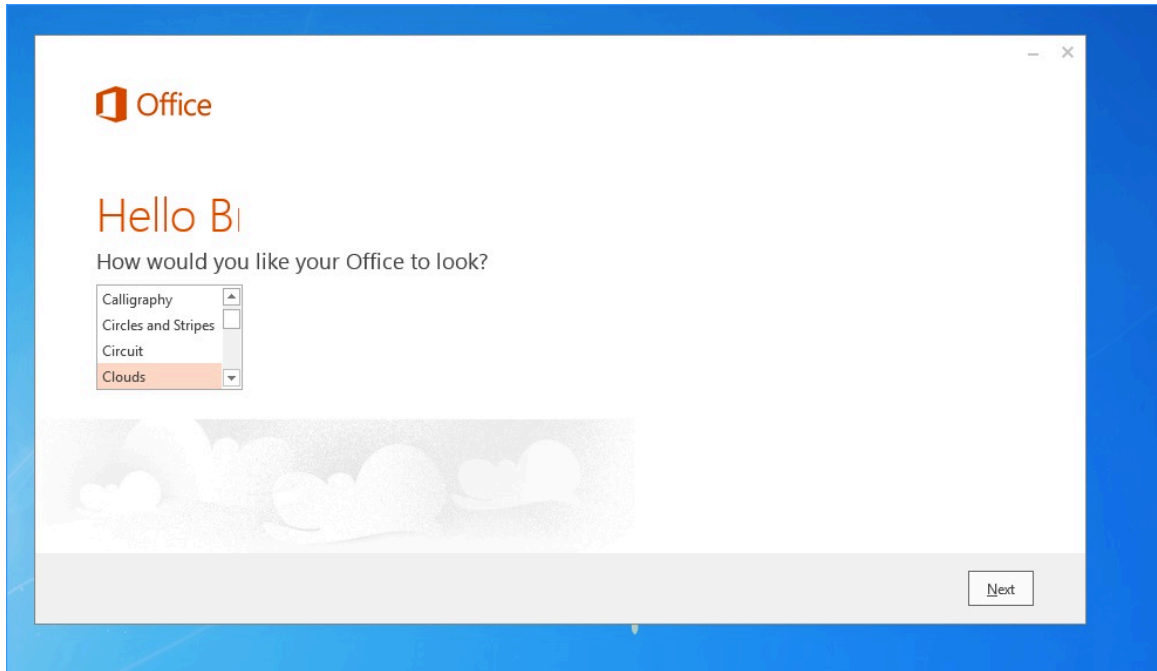
7. "Office is installing..." will appear as a popup message just above the clock.



8. Office will welcome you to One Drive. Click next.



- Office will ask you what theme you would like to use. Pick a theme and click next.



- Office is now installed.