



# Office 365

<http://tinyurl.com/BPSMicrosoft>

Brevard Public Schools is happy to announce a new Microsoft program. Because of the district's agreement with Microsoft, all BPS staff members and students are able to download and install Microsoft Office desktop applications **AT NO COST** on up to five (5) personally owned PC and Mac computers and on up to five (5) personally owned tablet devices.

## What software can I download?

Eligible staff will be able to download Microsoft Office applications. These applications include Word, Excel, PowerPoint, Outlook, Lync, OneNote and a few others specific to PC's, those being Access and Publisher.



## What are some advantages of Office 365?

Office 365 includes:

- A digital download of Office 365 to install on PC or Mac for up to 5 devices
- Office 365 stays up to date with the latest releases from Microsoft (currently Office Professional 2013)
- Office Mobile access for iOS and Android devices
- Create and store Word, Excel, PowerPoint, Access, OneNote, and Publisher files locally on your computer
- The license for the program will remain in effect as long as you are employed as a staff member in Brevard Public Schools or in another district that participates in this program.

## Where can I install Microsoft Office 365?

Microsoft Office 365 may be installed on home and/or personal computers. This software may *never* be installed on district owned computers.

## How do I download and install Office 365?

*Important: Allow 15-30 minutes for installation*

1. Using the Internet Explorer web browser, go to the following website:  
<http://GreatNews.brevardschools.org>  
Alternate option: <https://login.microsoftonline.com>
2. Enter your Active Directory username and password that is used to sign onto school computers.  
Example:      Username:      [0000000@brevardschools.org](mailto:0000000@brevardschools.org)  
                 Password:      \*\*\*\*\*
3. Click on "OFFICE 365" on the upper left hand portion of the window.
4. Check to ensure that you have available installations by looking at the computer name, operating system and installation dates. **Remember: Each staff only can install the software on 5 devices.**
5. Click on the drop-down menu and select the appropriate language.
6. Click INSTALL.
7. Once installation begins, the installation program will scan your computer for any previous versions of Microsoft Office.
8. If you have Microsoft Office 2013 installed already, you will have to remove it from your system before continuing the installation.
  - o **If you have to remove Office, you must complete these steps:**
  - o **Once prompted, select the Fix It Button at the top of the screen to uninstall the program (Office 2013/Office 365).**
  - o **Click Run.**
  - o **Once complete you must reboot your computer and log in again and repeat steps 1-5.**
9. If you do not have to remove Office, your installation of Office 365 will begin.
10. Once the application is loaded, a progress box will appear as the software downloads the final settings. Please note that the speed of your connection will determine the speed of this part of the installation.

Once all loading is complete, follow the steps (wizard or online prompts) to personalize your Office 365 and begin using your software