



Microsoft Student Advantage Program Free Office 365 for Student Home Computers

Because of the district's agreement with Microsoft, students and BPS staff are now able to download and install Microsoft Office desktop applications **AT NO COST**. Any Brevard Public School **student** or **employee** is eligible for this offer. The license is valid for as long as the student attends a Brevard County public school or another school that participates in this agreement with Microsoft. For employees it is valid as long as the person is employed with BPS.

What software can be download?

Microsoft Office applications only on up to 5 devices (PC, Mac, and/or mobile device). These applications include Word, Excel, PowerPoint, Outlook, Lync, OneNote*, Access*, and Publisher*.

** Windows PC client programs and/or features only. Cannot be used across devices.*

What are some advantages of Office 365?

- A digital download of Office 365 that can be installed on PC/Mac for up to 5 devices
- Office 365 stays up to date with the latest releases from Microsoft (currently Office Professional 2019)
- 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 the student is enrolled in Brevard Public Schools or in another district that participates in this program.

Where can Microsoft Student Advantage Office 365 be installed?

Microsoft Student Advantage Office 365 may be installed on home and/or personal computers/devices.

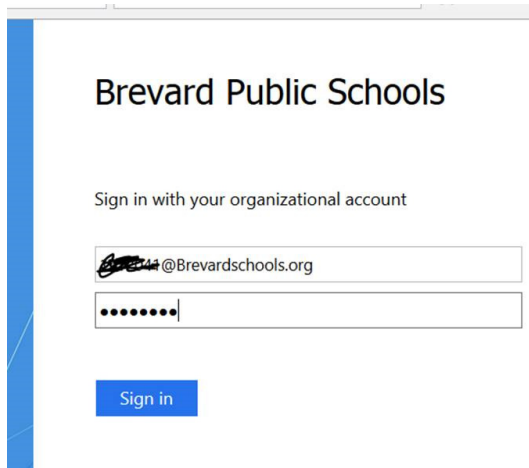
How do I download and install Office 365?

IMPORTANT: If you have Microsoft Office installed already, you will have to remove it from your system before installing Microsoft Office 365.

Prior to installing the software the student must have logged into a computer at school using their username (student number) and password. Once this is done they can use that same account information for this Microsoft Office 365 subscription.

Use **Internet Explorer web browser** and go to the following website:

1. **Office 365 Student Advantage at: <http://GreatNews.brevardschools.org>**
2. **OR Alternate option: <https://login.microsoftonline.com>**



Using the first link you should see something like the picture at left.

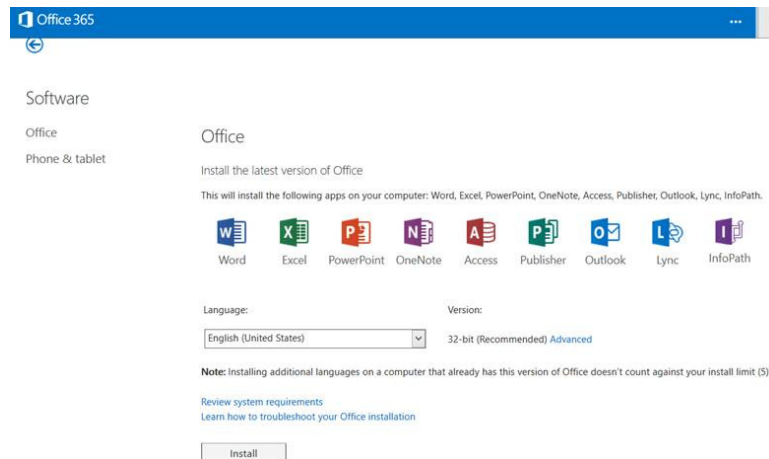
Enter the student's username (student number) or employee's username (last.first) and password that is used to sign onto school computers followed by @brevardschools.org.

Example:

Username: last.first@brevardschools.org

Password: *****

1. Click on "OFFICE" on the left hand column to make sure it is highlighted in blue.
2. Check to ensure that you have available installations by looking at the computer name, operating system and installation dates. **Remember: Each student may install the software on only 5 devices.**
3. Click on the drop-down menu and select the appropriate language.
4. Click "Install" (*allow 15-30 minutes for installation*).



5. Once installation begins, the installation program will scan your computer for any previous versions of Microsoft Office.
6. As mentioned earlier, if you have Microsoft Office installed already, you will have to remove it from your system before continuing the installation.

7. **If you have to remove Office, you must complete these steps:**
 1. **Once prompted, select the Fix It Button at the top of the screen to uninstall the program (Office 20XX/Office 365).**
 2. **Click Run.**
 3. **Once complete you must reboot your computer and log in again and repeat steps 1-5 on the previous page.**
8. If you do not have to remove Office, your installation of Office 365 will begin.
9. 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.
10. Once all loading is complete, follow the steps (wizard or online prompts) to personalize your Office 365 and begin using your software.

What happens if I need technical support for Microsoft Student Advantage program?

You can get technical support at: <http://office.microsoft.com/en-us/support/>