

## Microsoft 365 – Student Accounts

### How to Login:

There are two ways to get to the Microsoft 365 login.

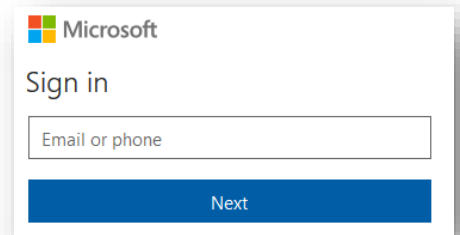
- Directly go to: <https://login.microsoftonline.com>

OR

- Go to [www.bedfordk12tn.com](http://www.bedfordk12tn.com) home page
- Click on *Quick Links for Students*
- Click on *Microsoft 365 Login* link

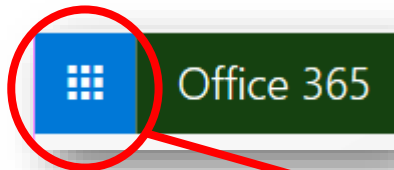
Sign In

- Enter your full Microsoft 365 account (      [@bcsk12.net](mailto:bcsk12.net) )
- Click Next
- Enter password and click Sign in



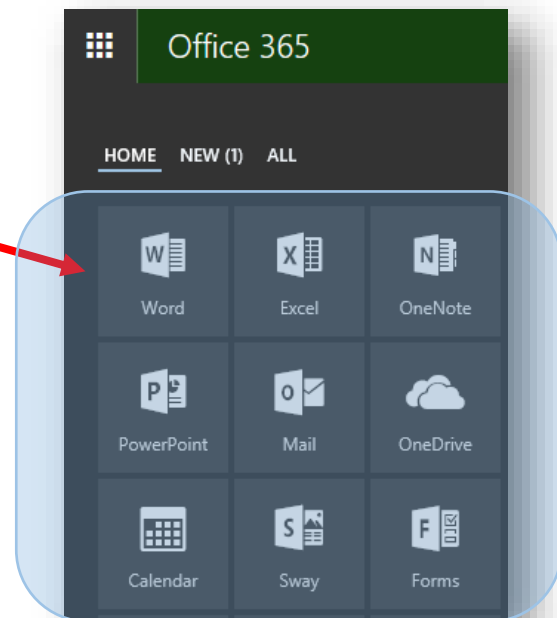
### Applications:

Microsoft 365 offers several applications. Apps can be accessed from the main dashboard that is seen once a user has logged into the portal.



However the main list of Apps can be accessed by clicking on the App Launcher located in the top left-hand corner.

Find the application and simply click on it to open the on-line version of the application. Files created in the on-line Office products are saved in a user's OneDrive which is an online cloud storage location.



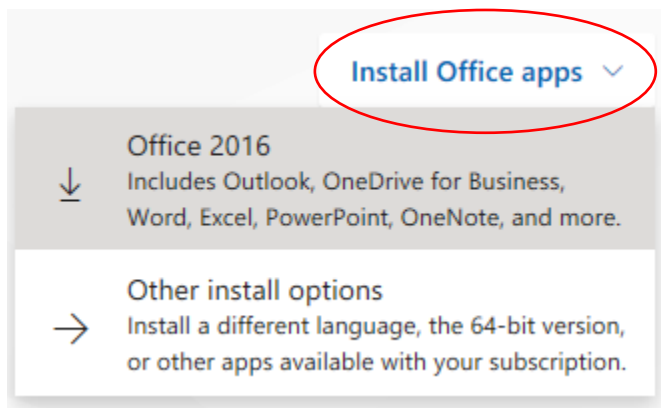
<b>Word</b>	Word processing application for document creation
<b>Excel</b>	Spreadsheet application for storing, organizing, and manipulating data
<b>PowerPoint</b>	Slideshow presentation application for presenting information in a dynamic and visually compelling way
<b>OneNote</b>	Digital notebook application for typing notes, recording audio, sketching ideas, adding pictures, etc.
<b>Mail</b>	Email application (Grades 9 <sup>th</sup> -12 <sup>th</sup> students)
<b>OneDrive</b>	Cloud storage location
<b>Sway</b>	New app for creating interactive reports and presentations

## Free Downloads of Office:

With the Bedford County Schools System's Office licensing, students are allowed 5 free downloads of the full version of the latest Office suite as long as they are an active student in the school system. Students also can download the Office apps to mobile devices such as an iPad. For mobile devices, a login to their *bcsk12tn.net* account will be required when prompted.

To download Office suite to a Windows Laptop or Macbook:

- After logging into Microsoft 365, click on the *Install Office apps* link located on the Home dashboard



- Select *Office 2016*
- Follow the online prompts to install Office
- After the installation is complete, the student will be prompted to login with his/her *bcsk12tn.net* account to authenticate the installation

There are system requirements for Office 2016. Click on *Other install options*, which will direct you to a new page. Click on *Review System Requirements* link for more detail information.

PC:	Mac:
1 Ghz or faster x86 or x64 bit processor	Intel processor
2 GB RAM	4 GB RAM
3 GB disk space	6 GB disk space
Windows 7 Service Pack 1 or later	Mac OS X 10.10 or later

**Disclaimer:** *The 5 free downloads of the Office suite is provided by Microsoft for personal devices. Bedford County Schools does not take responsibility for the installation nor provide any supportive services for installing and/or using the product suite on personal devices.*