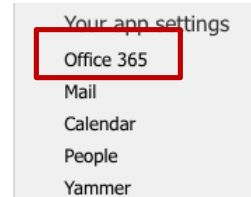
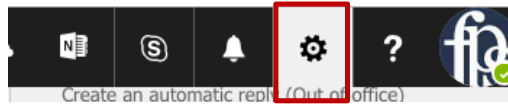
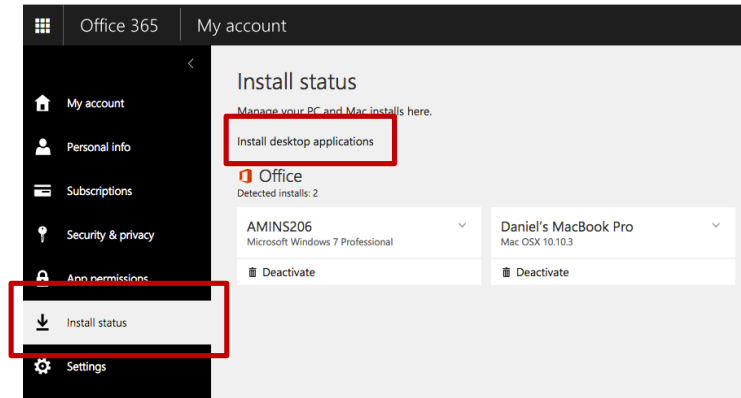


FPS Microsoft Office Download Instructions-Students

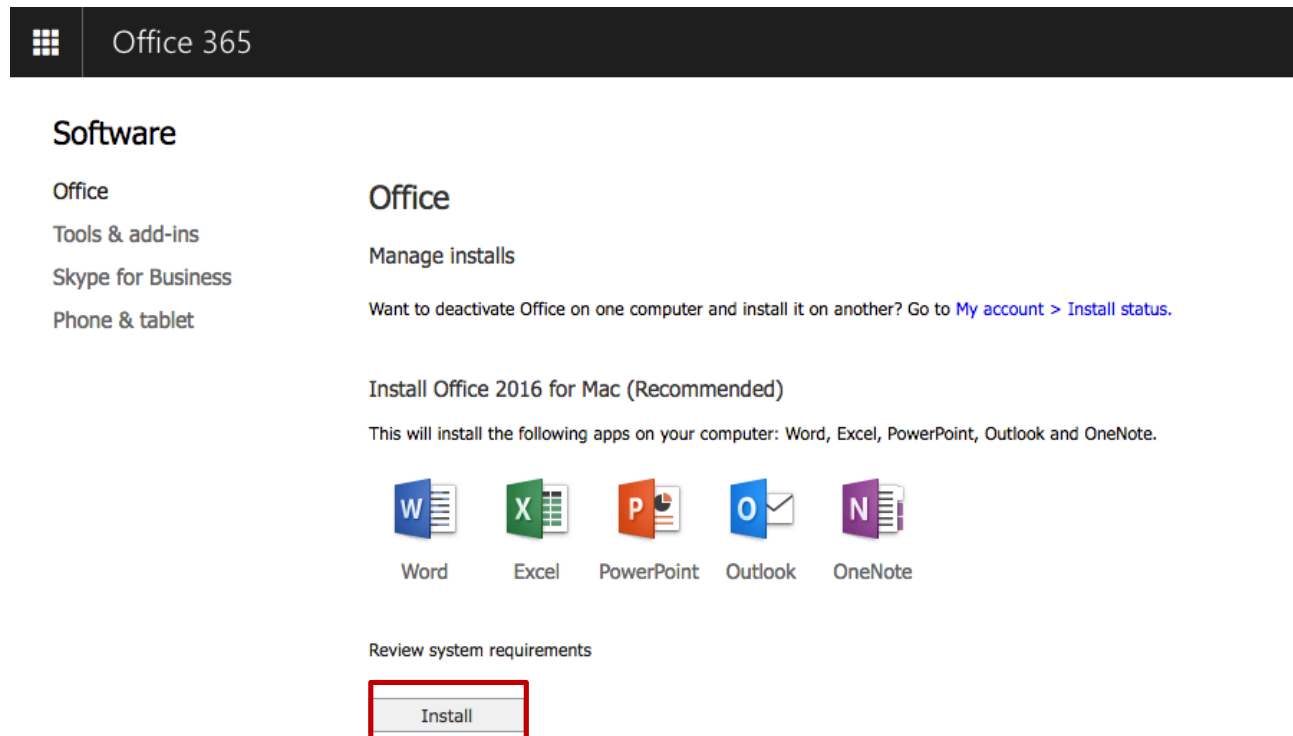
1. The FPS employee/student (grades 5-12) must log-in to his/her Office 365 account.
2. Click on the Gear icon in upper right-hand corner and select "Office 365" at the bottom of the Settings sidebar.



3. Click on the "Install Status Tab," then click the Install Desktop Applications link.



4. To install the latest version of Office on your computer, click "Install."



Please note: FPS is unable to troubleshoot personal computers or other mobile devices. If you encounter difficulties, please refer to the guides provided on the Office 365 download page.

Office 365 FAQs (from Microsoft Office in Education Site)

What is Office 365?

Office 365 Education is an Office 365 plan that is available for free to students/staff who attend or are employed with academic institutions that have purchased Office 365. This plan allows students/staff 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.

How long can I use this plan?

You can use the plan until you graduate or are no longer enrolled/employed at a qualified school. Student/Staff 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/work appropriate content, such as homework and schoolwork. Permissions and access can be changed by the school's IT administrator at any time.

I'm having trouble with the installation, where I can find help?

On the Office download page (within Office 365 accounts), there is a link for a list of system requirements. Before downloading, we advise that you check the requirements to be certain that your personal computer or mobile device is compatible with the most current version of Office. There is also a link for a troubleshooting guide for your reference if you have difficulty with the installation of Office. Please note: FPS is unable to support or troubleshoot personal computers or mobile devices.