Good afternoon, principals.

In order to help our secondary students prepare for success this school year and in their journey towards college and career, we are providing Office to every student free of charge.
With Office 365, our students will now have access to the latest version of Word, for writing; Excel, for spreadsheets; PowerPoint, for presentations; OneNote, for organization and note taking; and much more.

• The latest version of Office Suite – Word, Excel, PowerPoint, OneNote, and Publisher – installed of up to five PCs or Macs and up to five mobile devices like iPad, Android, and Windows tablets.

• OfficeSuite Online for in-browser editing, collaborating, and co-authoring
• Gain valuable skills on the world's most popular productivity software
• Use 1 TB of storage on OneDrive which can be used to store and share all types of documents across devices.

• Office365 subscription lasts for as long as our students are enrolled in our district and the program continues through Microsoft

Students will need a valid school email address to access the Office365 portal.
Complete directions are on the attached document, which also contains Frequently Asked Questions (FAQs) for Office365 ProPlus for Students.

To access your free Office software, please use the following information:
· Students:

o Go to the Office365 portal on the Student Channel of Schoolwires

o Acknowledge the Acceptable Use Policy on the page by reading and clicking on the link at the bottom of the page.

o Enter your district email address and computer password.

o Click on the Settings Menu (gear icon) in the top right of the window.

o Choose 'Office365 settings'

o Choose 'Install status' on the left of the settings window.

o You can manage your Office installs on any computer or install the Office suite by clicking on 'Install desktop application'. The computers with Office installed from your Office365 account are listed on this page.

Students in grades 7-12 will have access to a district email account through Office365.
Their email address naming convention is 'username@stu.chino.k12.ca.us'.

Student email addresses will show up in the Global Address list in Outlook.
Student names are also listed first name and then last name to differentiate them from staff, which are listed last name, first name.

As a security precaution, we have implemented a rule that allows students to receive and send emails only to email addresses that end in '@chino.k12.ca.us' or '@stu.chino.k12.ca.us'.

Please share this information with your staff.