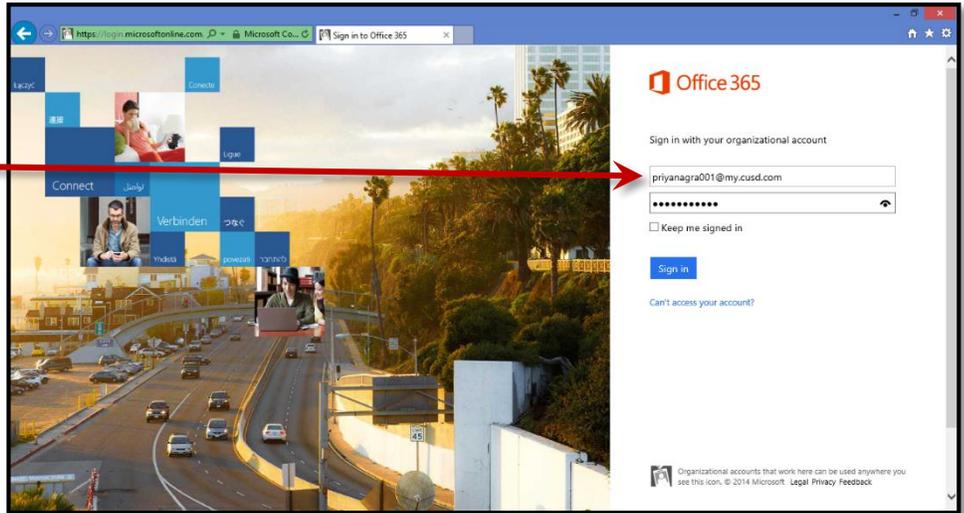


# Free MICROSOFT OFFICE 2013 FOR STUDENTS!

No, that title is not a mistake, nor is it an April Fool's joke. As long as you are a Clovis Unified student, you can download up to five (5) free copies of Microsoft Office on your personal computers at home. When you are no longer a CUSD student, your software will de-activate. Simply follow these directions to get your copies.

1. Using one of your personal computers, go to [portal.microsoftonline.com](https://portal.microsoftonline.com) and log in with your student account. This will be the username your teacher gave you followed by @my.cusd.com

The password is the same one you use to log into a school computer. If you can't remember your password, ask your teacher to reset it. Once it is reset, it will be your first initial upper case, last initial lower case, then your ID number. Click Sign in.

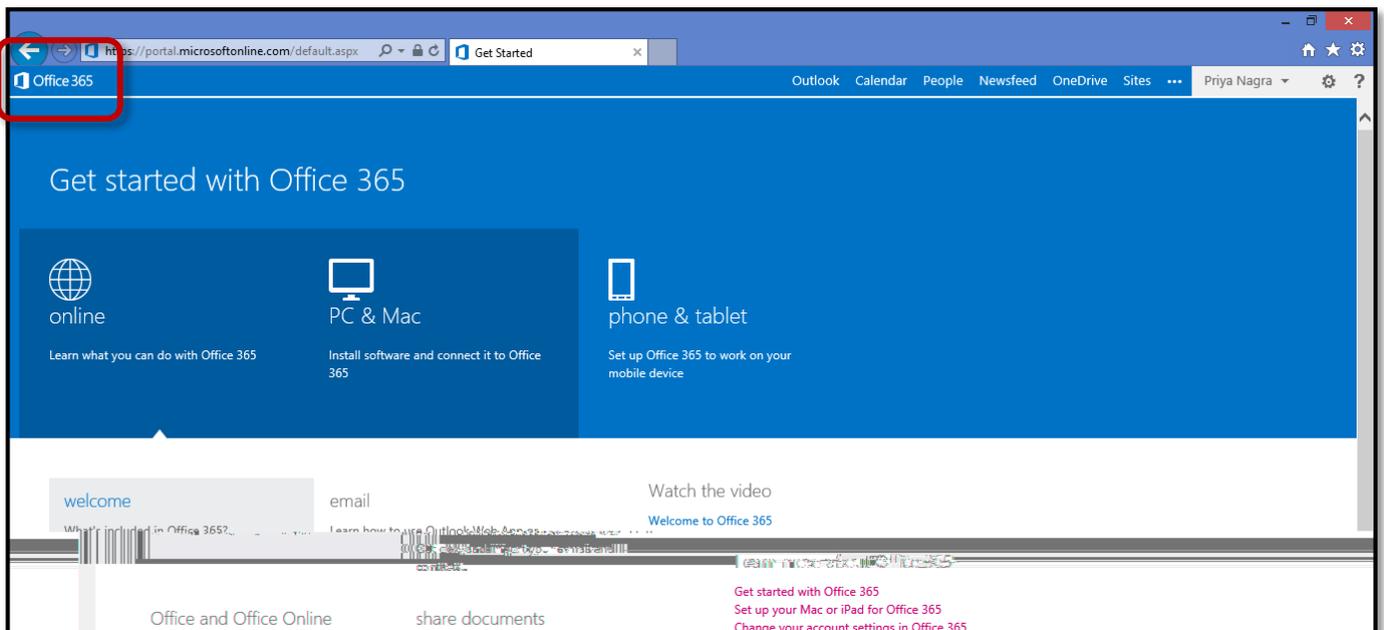


John Smith would sign in like this:

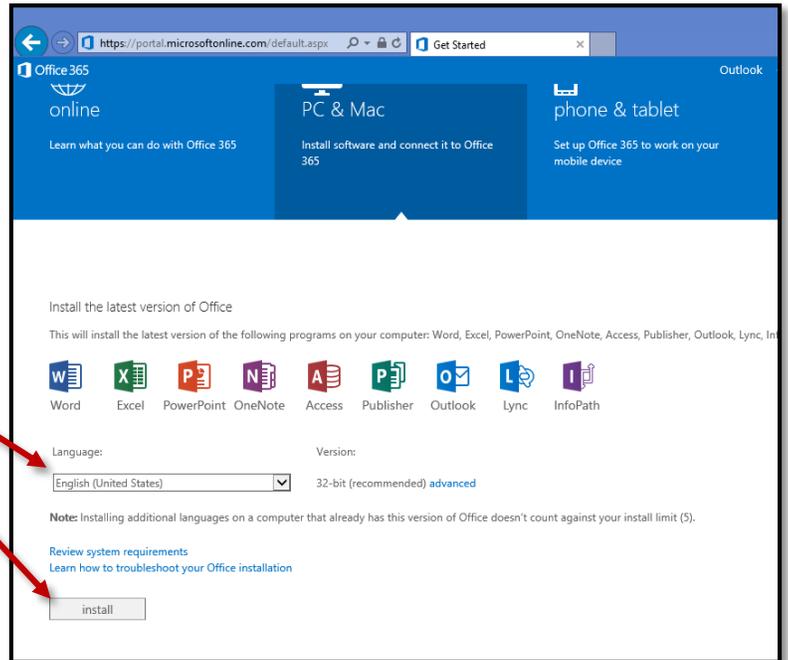
Username: johnsmith001@my.cusd.com

Password: Js150012345 (Upper case J and lower case s)

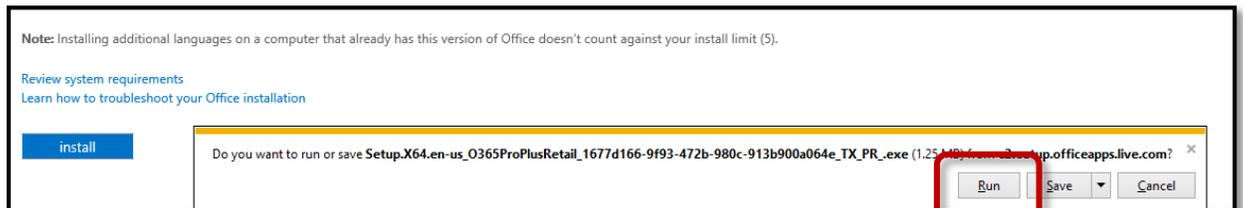
2. Once you log in, you will see the "Get started with Office 365" page. (If you've logged into your account in the past, you might not see this screen. Click on Office 365 in the upper left corner to get to this screen.)



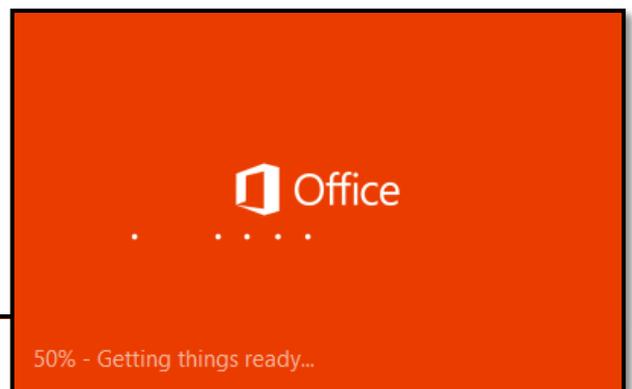
3. Click on the PC & Mac tab. You will see a message about installing the latest version of Office, which includes Word, Excel, PowerPoint, etc. Choose English (United States) as the language. Click the Install button.



4. If you are using Internet Explorer, you will get a Run or Save message at the bottom of your screen. Choose Run. (If you are using Google Chrome, your download will begin immediately. When the download finishes, click on the downloaded item at the bottom of your browser window to run it.)



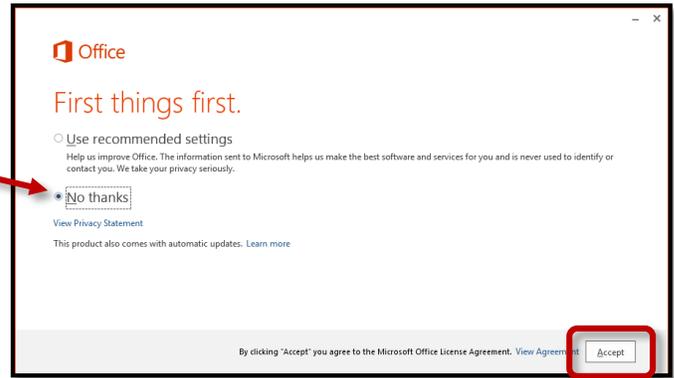
5. You will see a status window letting you know how your installation is progressing.



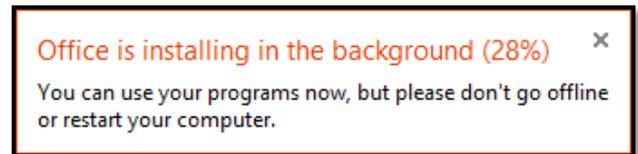
6. When the installation is complete, you will see a Welcome to your new Office message. Click Next.



7. On the First things first message, choose No thanks and click the Accept button.



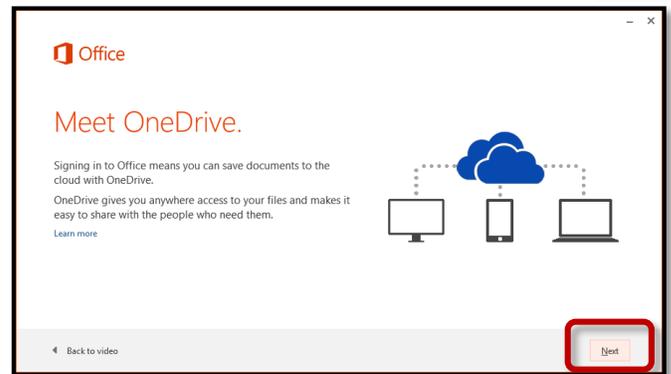
8. You will see another installation status window. Make sure you don't go offline or restart your computer while it is running.



9. When the installation is complete, a video tutorial will begin playing. When it is finished, click Next.



10. Now you will see a Meet OneDrive message. Click Next.



11. Next, you will see a Hello message. You can choose one of the themes for how you want Office to look. After you choose, click Next. Now you can use Office!

