

Office 365: What is it?

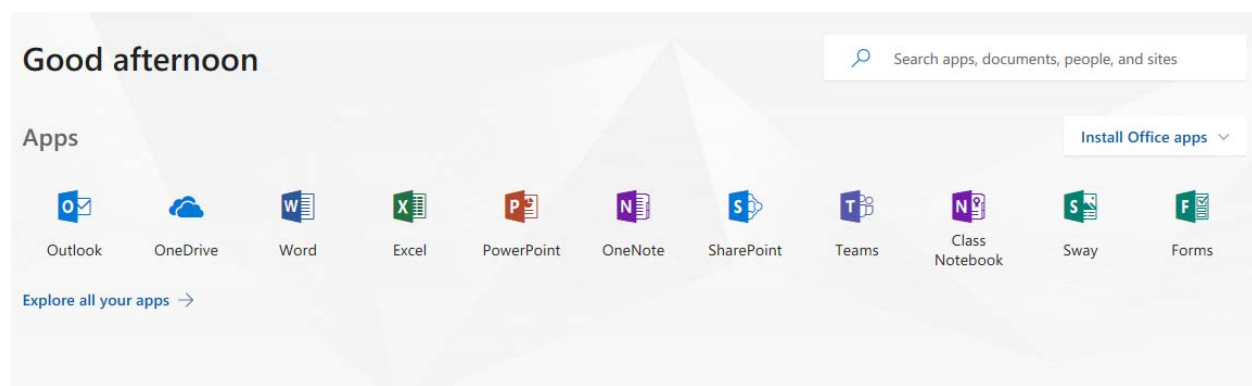
What is Office 365?

Katy ISD has upgraded to Microsoft Office 365!

What does this mean for you??

All KISD staff members and students (grades PK-12), may now **download FREE and FULLY FUNCTIONAL copies of Microsoft Office** on personal computers & mobile devices!

**** Available for both Windows and MAC****



Office 365 Includes the following and more!

- MS Outlook
- MS OneDrive
- MS Word
- MS Excel
- MS PowerPoint
- MS OneNote

**Please note that employees who leave the district will no longer have access to Office 365.*

Benefits

What's available through your FREE Office 365 account? Well...a lot actually!

Office 365 Benefits:

- Free for all staff and students of KISD
- 1 Terabyte of OneDrive cloud storage (20GB per file limit)

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- Access to upload, create & edit MS Office Documents on mobile devices (Windows, Apple, Android)
- Free fully functional copies of the latest version of MS Office

How many devices can I install Office 365 on?

- Up to 5 for Desktops/Laptops (PC/MAC)
- Up to 5 for tablets, mobile devices

Leaving the District

Once a student or employee leaves the district, their KISD provided Office 365 account is terminated.

IMPORTANT:

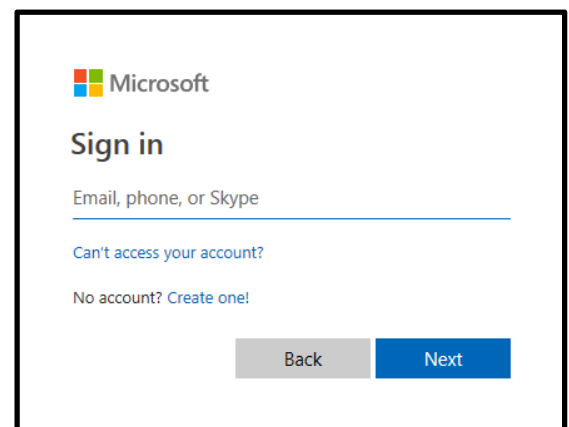
1. Any documents that have been saved in the user's OneDrive, which a user intends to access after leaving KISD, should be exported to external flashdrive, or other cloud storage service prior to termination of employment or transfer.
2. Staff members and students who wish to continue using Office 365, will need to check with their new school/employer or purchase a personal subscription to Office 365.

How to Login and install on a desktop/laptop

1. Go to www.portal.office.com
2. Sign into the Microsoft site using your Katy ISD User ID.

Teachers/Staff Username:
KISD ID@katyisd.org

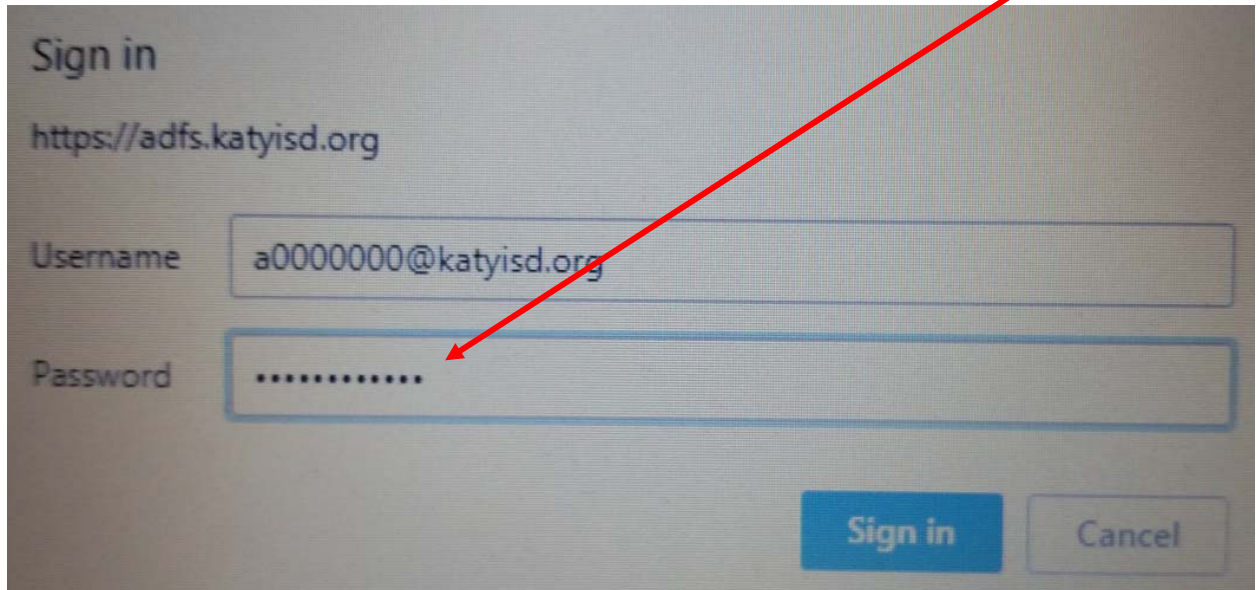
Students Username:
KISD ID@students.katyisd.org



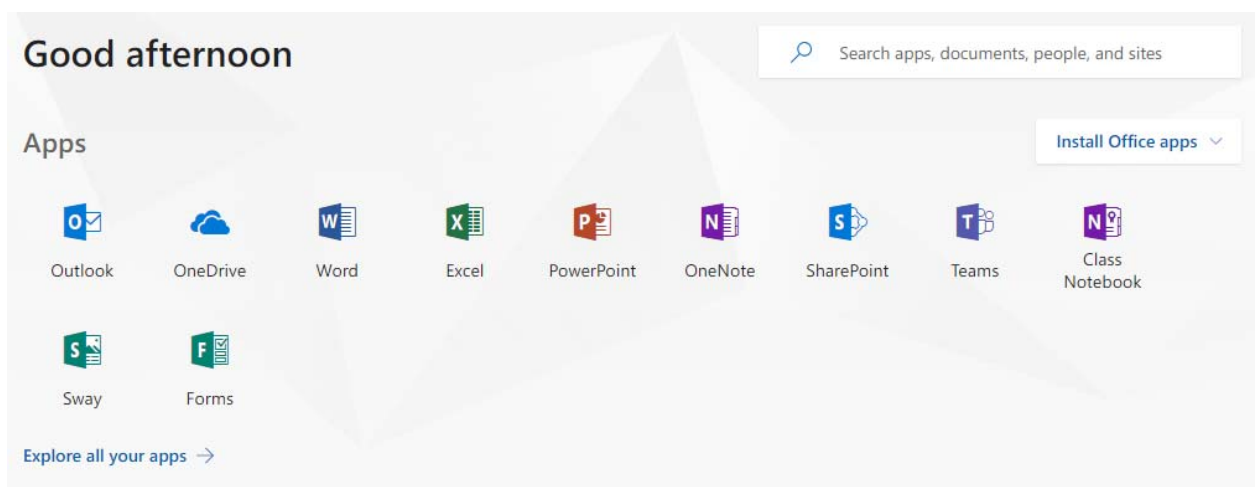
The screenshot shows the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it is the text "Sign in". There is a text input field for "Email, phone, or Skype". Below the input field are two links: "Can't access your account?" and "No account? Create one!". At the bottom right are two buttons: "Back" (grey) and "Next" (blue).

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3. Click on Next.
4. You will be redirected to KATY ISD Microsoft Login, where you will type in your **password**.

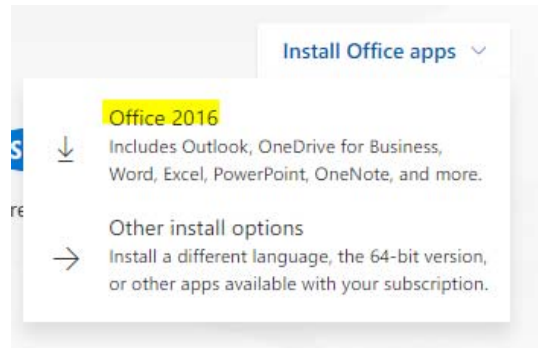


5. Welcome to the Landing Page of Office 365.



Office 365: What is it?

6. To download Office at home, click on the “Install Office apps” button.
7. The drop down menu will open. Select Office.
8. The file will download to your Download folder.
9. Double click on the file to install on your computer.



Installing on a mobile device



Installation Requirements:

- iPad - iOS 7.1 or later
- Windows Phone – Windows 7 or 8
- Android – Android OS 4.0 or later

Links to download apps:

- Windows Phone - <http://products.office.com/en-us/mobile/office-windows-phone>
- Android Phone - <http://products.office.com/en-us/mobile/office-android-phone>
- iPhone - <http://products.office.com/en-us/mobile/office-iphone>
- Windows Tablet - <http://products.office.com/en-us/mobile/office-windows-tablet>
- Android Tablet - <http://products.office.com/en-us/mobile/office-android-tablet>
- iPad - <http://products.office.com/en-us/mobile/office-ipad>