

# Microsoft Office 365 for Students

*Inspire, engage, collaborate, and work wonders in and out of the classroom.*



## What is Office 365?

Office 365 is a collection of services that allows you to collaborate, edit, share, and store your schoolwork. It's available for FREE to students who are currently attending a Cobb school.



## What is included?

All students can get the online versions of Word, PowerPoint, Excel, OneNote, and OneDrive (cloud storage). Students receive 1 terabyte of FREE storage!

Students are allowed to install the FULL Office applications on up to 5 PCs or Macs for FREE. You'll see the Install Office button on your Office 365 home page after you complete sign-up.

## How do I get Office 365 for my child?

Parental consent information was sent via email to parents beginning in March 2015. The email was sent to the email address listed as "Head of Household" in CSIS. If a parent has not received the email, please contact your local school front office staff.



## What if I want to change my child's access (select a different option)?

Parents can change their selection at any time by clicking the preferred option in the original email. If they no longer have the original email, please contact the local school. The local school's CSIS manager will resend the email.

## Easy, Real Time Collaboration



Work with your classmates online and see each other's changes in real time with Office Online and OneDrive. No more emailing outdated versions back and forth.



## Optimized Note-Taking Tools



Type or handwrite notes, capture webpages, record audio/video, embed spreadsheets, and more with OneNote, available on all your devices.

## *What is my child's username and password?*

The username is sent to the parent via email if the parent selects Option 1 or 2.

First.Last@students.cobbk12.org Note: If a student has the same name as another student in the district, they will have a 3-digit number at the end of their last name.

The password for Office 365 is the same as the student's CCSD Network Login. This is the same password the student uses to log into a school computer. You may also contact your school's Media Specialist and/or Lab Manager for assistance.

## *What is the difference between Office 365 and Office 2013?*

1. Office 365 is the online account provided by Microsoft and includes the online versions of Word, PowerPoint, Excel, and OneNote in addition to OneDrive, a cloud based storage for files.
2. Office 2013 is the computer version of Microsoft Office that students can download for FREE. In order to download Office 2013 to student computers or devices, the Office 365 account must be accessed via the web.
3. Please note, in order to use the online versions of Word, PowerPoint, OneNote, and OneDrive, a user does NOT have to download Office to the home computer.
4. If a user decided to download the Office 2013 suite to home computers, please see below for important information.
  - ◆ It is recommended that previous versions of Office (Office 2010, 2007, 2003, etc.) be uninstalled prior to downloading.
  - ◆ Users are licensed to use this copy of Office 2013 for as long as the student is enrolled in a CCSD school.
  - ◆ Not all operating systems will work with Office 2013.

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*For more information on Office 365 and resources visit:*  
<http://bit.ly/Office365Directions>

*For directions on downloading Office to personally owned (non-CCSD) devices visit:* <http://bit.ly/OfficeDownloadandInstall>