Microsoft Office 365 Education

Office 365 for Students

Office 365 Education for Students is the Microsoft Office 365 suite available at no cost to students at Spring-Ford Area School District. It allows students to install Word, Excel, PowerPoint, Outlook, and OneNote on **up to 5 devices** (Windows or Mac) and Office apps on other mobile devices including Windows tablets and iPads. It also includes 1TB of OneDrive storage.

Note: Office 365 Education on Windows also includes Publisher and Access.

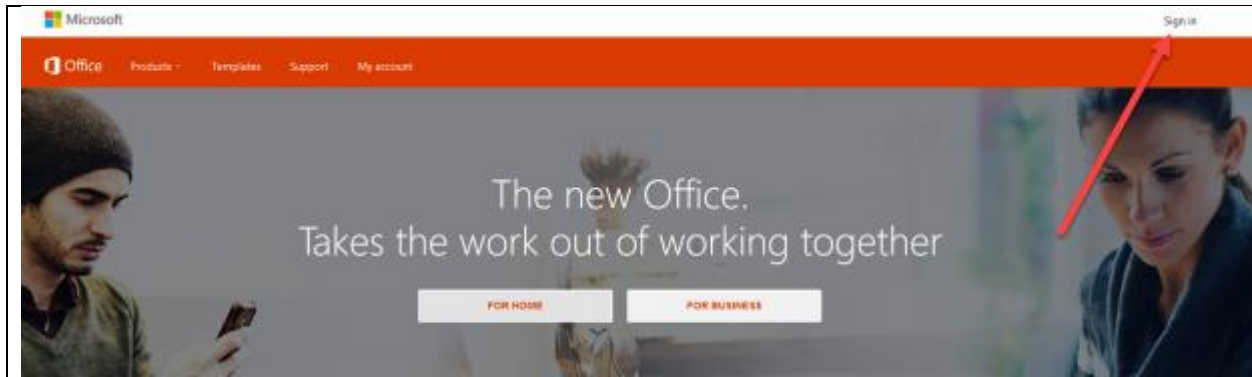To download and install Office 365 for Students:

Step 1:
Please uninstall any Office trial versions on your device before installing Office 365 Education.

Step 2:
[Open the Microsoft Office 365 Website](#)

Step 3:
Click on Sign In, in the upper right hand corner of the screen and enter your spring-ford.net account ID (username@rams.spring-ford.net).

Step 4:
Click on the Install Office 2016 button on your screen

System Requirements | **Installation Troubleshooting Tips**

Office 365 for Faculty & Staff

Office 365 Education for Faculty is the Microsoft Office 365 suite available at no cost to faculty and staff at Spring-Ford Area School District. It allows faculty and staff to install Word, Excel, PowerPoint, Outlook, and OneNote on **up to 5 devices** (Windows and Mac) and Office apps on other mobile devices including Windows tablets and iPads. It also includes 1TB of OneDrive storage.

Note: Office 365 Education on Windows also includes Publisher and Access.

This program is intended for personally-owned devices.

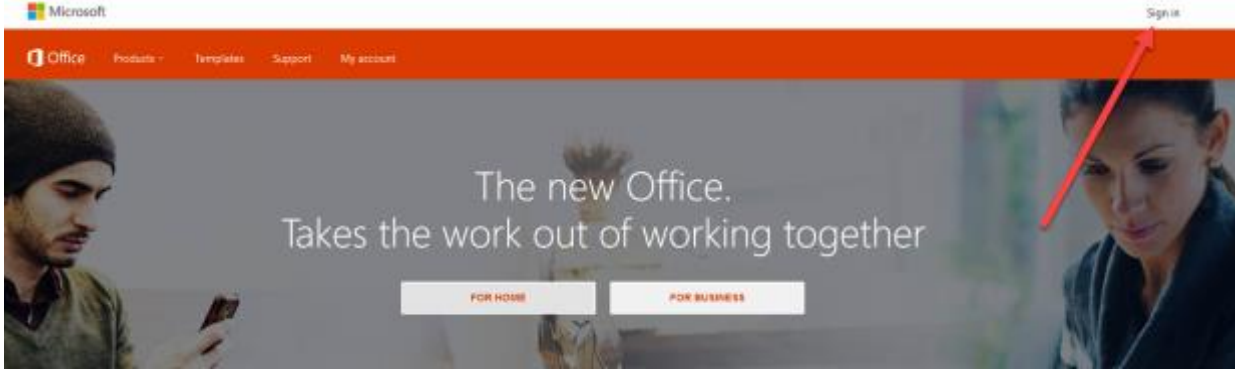To download and install Office 365 for Faculty & Staff:

Step 1:
Please uninstall any Office trial versions on your device before installing Office 365 Education.

Step 2:
Open the Microsoft Office 365 Website

Step 3:
On the logon screen, enter your spring-ford.net account ID (username@spring-ford.net).

Step 4:
Click on the Install Office 2016 button on your screen

System Requirements | **Installation Troubleshooting Tips**