

Microsoft Office 365 Education

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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:

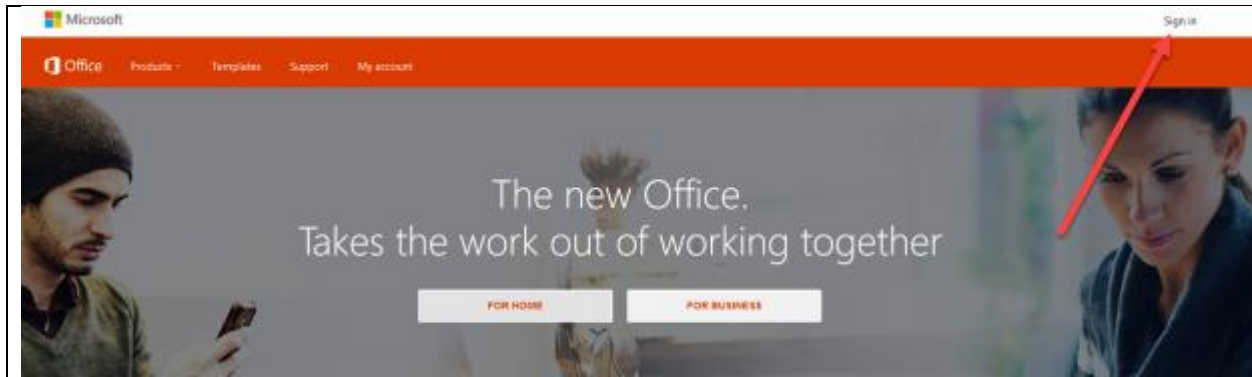
Please uninstall any Office trial versions on your device before installing Office 365 Education.

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:

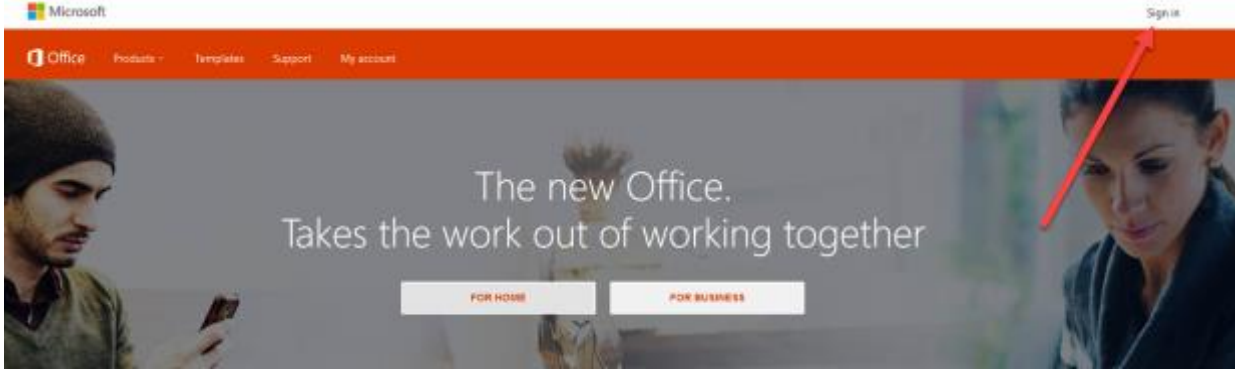
Please uninstall any Office trial versions on your device before installing Office 365 Education.

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](#)).



The screenshot shows the Microsoft Office website. At the top left is the Microsoft logo. Below it is a navigation bar with 'Office', 'Products', 'Templates', 'Support', and 'My account'. In the top right corner, there is a 'Sign in' link. A red arrow points to this link. The main content area features a large image of two people working together, with the text 'The new Office. Takes the work out of working together' and two buttons labeled 'FOR HOME' and 'FOR BUSINESS'.

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

[System Requirements](#) | [Installation Troubleshooting Tips](#)