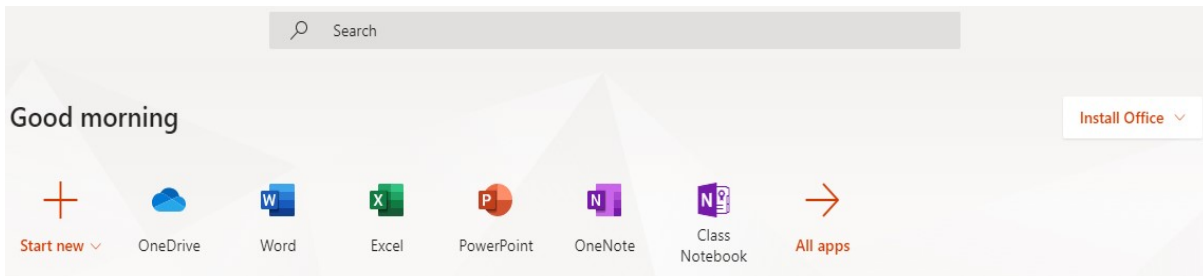
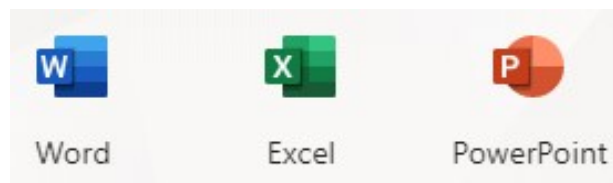


HOW TO ACCESS YOUR FREE MICROSOFT OFFICE 365 STUDENT ACCOUNT

Did you know that, as a student, you are already signed up for an Office 365 Student Account that lets you use any of the Office 365 online apps and download a free copy of Microsoft Office to your computer? If you look through your school email, you will find an email from the beginning of the semester with the subject line 'Los Rios Office 365 Account' that provides you with your login information and temporary password. You go to www.office.com and click on the "sign in" link in the upper right hand corner. The first time that you log in, you will be asked to change your password. This will log you in to Office 365, which looks like this:



Notice all the apps listed in the blocks in the middle of the page. Those are online versions of the same apps you can use with Microsoft Office, plus some more that are only online. The Office 365 apps you will probably use most are Word, PowerPoint and Excel. Clicking on any of these will take you to a version of the app that opens in your browser and is almost exactly the same as the offline version.



Anything that you create in Office 365 will be saved to OneDrive, Microsoft's cloud based storage app. Unfortunately, anything saved here will be deleted at the end of each semester on the last day of school. If you are looking for a more permanent solution, it might be better to use Google Apps, which you also have access to as a student by logging in here: <https://apps.losrios.edu/login.html>. Anything you save there won't disappear at the end of the semester.

If you want to download Microsoft Office to a computer for offline use (this can't be done on Chromebooks). Click on "Install Office" in the upper right hand corner of the Office 365 homepage. A "setup" file will be downloaded that you can run to start the installation of Office. Office 365 lets you download the offline version of Microsoft Office onto a total of 5 computers so if you have more than one computer at home, you are covered.



Install Office ▾