

FREE

MICROSOFT OFFICE FOR STUDENTS/STAFF



ALIEF ISD STUDENTS/STAFF ARE NOW ELIGIBLE TO DOWNLOAD MICROSOFT OFFICE 365 FOR UP TO 5 HOME COMPUTERS AND MOBILE DEVICES FOR **FREE!**

HERE'S HOW TO GET YOUR 5 FREE COPIES OF MICROSOFT OFFICE 365:

1. Log on to <https://portal.office.com>
2. Log in with your Student Office 365 email username and district password. (email address is first.lastxxxx@aliefisd.net) The xxxx is the last 4 digits of my student ID number. For example if my name is Jonathon Smith and my ID is 123456 then my email address is jonathon.smith3456@aliefisd.net)
3. Deselect the "Make Bing your search engine."
4. "Make MSN your default home page."
5. Select the install now button. Office will then install on your device.
6. Employees use your Alief email address as your username & the network password used to access work computers.

PLEASE NOTE:

- As an Employee or student of Alief ISD you are entitled to five (5) installations of this software on your "HOME" devices.
- This is **NOT** for installation on **school-owned** devices.
- These licenses are valid while you are an employee or student of Alief and will expire when you leave the district.

You'll
receive:



Word



Excel



PowerPoint



OneNote

Install on up to
5 compatible
PCs and Macs,
plus 5 mobile
devices