THREE VILLAGE CENTRAL SCHOOL DISTRICT

Microsoft **Office 365**

Three Village Central School District is excited to announce the Microsoft Student Advantage program. Due to an existing enterprise agreement with Microsoft, students are now able to download and install Microsoft Office desktop applications on their home computers and/or devices for **FREE***!*

Note to Parents and Students:

This entitlement provides students access to the commercially available Microsoft software products. The software is the same as if you purchased it directly from your local retail or App store. As such, the district's content filters and Internet security services are not associated with your home computers or personal devices. Students are also able to save to Microsoft's OneDrive, a cloud-based system for file access and sharing.
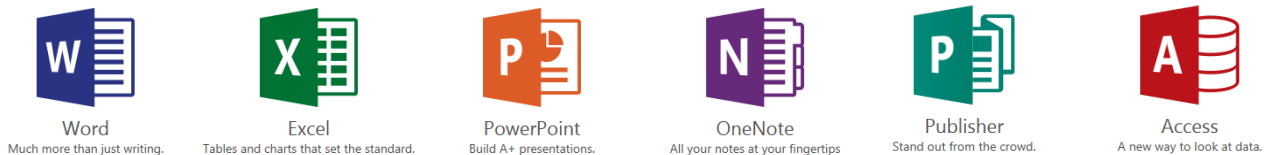
Who is eligible?   All active Three Village students.

What happens when a student graduates or withdraws from Three Village CSD?

Once a student has left the district, their Microsoft Office subscription will end.

What software can the student download?

Eligible students are able to download Microsoft Office applications on up to 5 devices (PC, Mac, and/or mobile device). These applications include Word, Excel, PowerPoint, OneNote*, Access*, and Publisher*.

Word	Excel	PowerPoint	OneNote	Publisher	Access
Much more than just writing.	Tables and charts that set the standard.	Build A+ presentations.	All your notes at your fingertips	Stand out from the crowd.	A new way to look at data.

*Some programs will only run on Windows PC client programs and/or features only, may not run on Mac.

Available Programs for Student Use
Students can either use the online version of the above programs (the online software runs from the "cloud") OR they can download the software onto a computer or laptop. For mobile devices, students will be prompted to download the Apps from the app store. Please see this Microsoft web page for more information http://products.office.com/en-us/student. Students can save their files to their computer, device and/or to the cloud based **One Drive** for easy access to files anywhere, anytime.

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Download and Installation Instructions for Students

Microsoft Student Advantage allows a student to download and install Microsoft Office on up to 5 computers or devices. Below are the instructions to complete this download and installation.

1) Check to make sure that your home computer or device meets the minimum requirements. Please review these requirements here - http://products.office.com/en-US/office-system-requirements

2) **Obtain User Info** - Log into the Campus Portal to locate your student user name and password for your Microsoft 365 account. **Please Note**: this account is **NOT** associated with an e-mail account, it is only for use in the Microsoft website. https://icampus.3villagecsd.k12.ny.us/campus/portal/threevillage.jsp

3) Open your web browser (such as Microsoft Internet Explorer, Firefox, Safari or Chrome) and navigate to https://login.microsoftonline.com/

4) Enter your username and password (located in the Infinite Campus Portal).

5) You are now logged in to Office 365, which provides access to download and install Microsoft Office 2013 software. Locate the heading that says "Install the latest version of Office". When you are ready, click the "Install" button and the installation will automatically take place. Follow the on-screen instructions and you will have the Microsoft Office 2013 software installed.

If you encounter a problem or error, please see the information here.
https://support.office.com/en-us/article/Troubleshoot-installing-Office-with-Office-365-for-business-35ff2def-e0b2-4dac-9784-4cf212c1f6c2?ui=en-US&rs=en-US&ad=US

Microsoft has agreed to keep all data stored in their system private. For more information regarding their Privacy Policy, please follow this link. http://www.microsoft.com/online/legal/v2/