

BALTIMORE COUNTY PUBLIC SCHOOLS

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TO: Parents or Guardians of Baltimore County Public Schools' students

FROM: Lloyd Brown



DATE: November 21, 2014

SUBJECT: Microsoft Office 365 Student Advantage Program

As we move forward with the Students and Teachers Accessing Tomorrow (S.T.A.T.) 1:1 digital conversion initiative, Baltimore County Public Schools is participating in the Microsoft Office 365 Student Advantage Program. The program will give your enrolled student and other family members access to as many as five copies of the Microsoft Office 365 suite for personal computers, tablets, iPads, iPhones, and Android devices, all free of charge.

The Microsoft Office 365 suite contains all of the most widely used Office functions - Word, Excel, PowerPoint, and Publisher software tools. Proficiency with the suite of applications is among the most commonly required skills among employers both nationwide and internationally.

To access and download Microsoft Office 365, BCPS students should go to www.bcps.org/Office365 and log in using their full BCPS username (including @bcps.org) and password. Students who do not know their BCPS usernames are asked to contact their school's technology liaison for assistance. On the installation page, make sure the language is set to "English (United States)" and then click "install." Microsoft Office 365 will automatically install the 32-bit version of its product; BCPS does not recommend installing the 64-bit installation due to compatibility issues (see attached instructions for installing Microsoft Office 365).

Students who encounter any problems installing the software, or would like instructions for installing Microsoft Office 365 on Apple or mobile devices, should click the "Troubleshoot Installation" link on the main installation page.

We hope our students and their families will take advantage of this great opportunity. Thank you for supporting your student as he or she continues to master the skills needed for their future.

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Instructions for Installing Microsoft Office 365

- 1) Open Internet Explorer or another Web browser.
- 2) Enter www.bcps.org/Office365 in the address bar.
- 3) At the Sign in screen, login with your full BCPS username “abcdef@bcps.org” and your internal password.



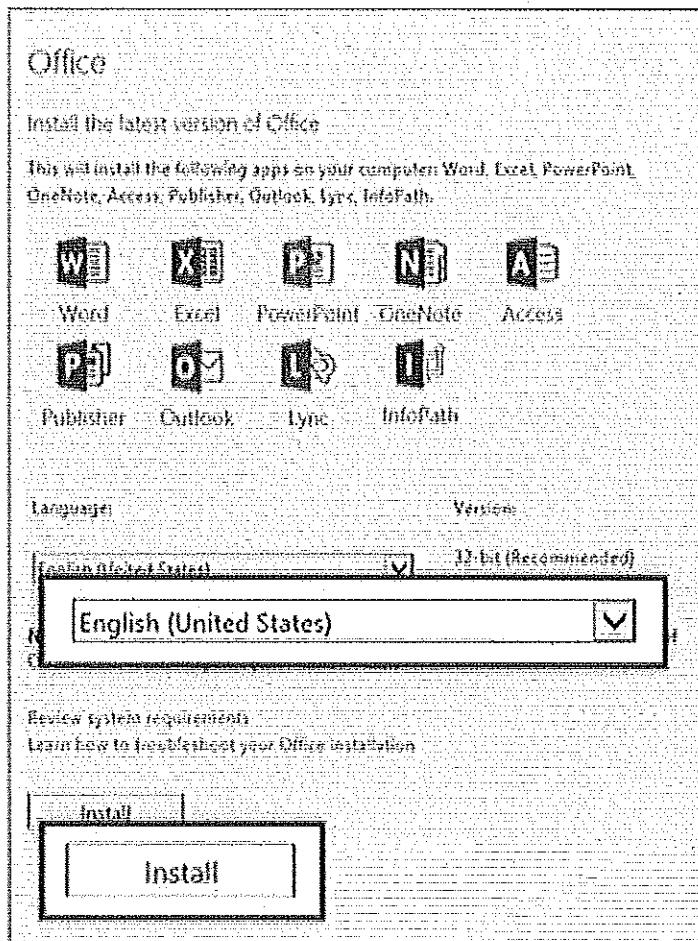
Sign in with your organizational account

Keep me signed in

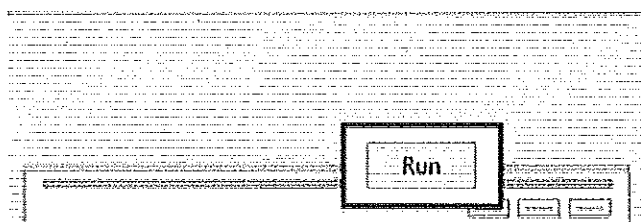
Sign in

[Can't access your account?](#)

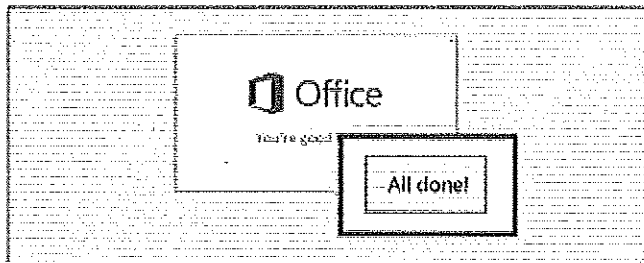
- 4) On the Installation page, make sure the Language is set to “English (United States)” and then click install. NOTE: By default Office 365 installs the 32-bit version-Do Not Change. BCPS does not recommend installing the 64-bit installation due to compatibility issues.



5) At the bottom of the screen, select Run.



- 6) Follow the prompts and accept the license agreement.
- 7) When you see "You're good to go," select "All Done!"



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Office

Install the latest version of Office

This will install the following apps on your computer: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Lync, InfoPath.



Word



Excel



PowerPoint



OneNote



Access



Publisher



Outlook



Lync



InfoPath

Language:

English (United States)

Version:

32-bit
(Recommended)
Advanced

Note: Installing additional languages on a computer that already has this version of Office doesn't count against your install limit (5).

[Review system requirements](#)

[Troubleshoot installation](#)

Install