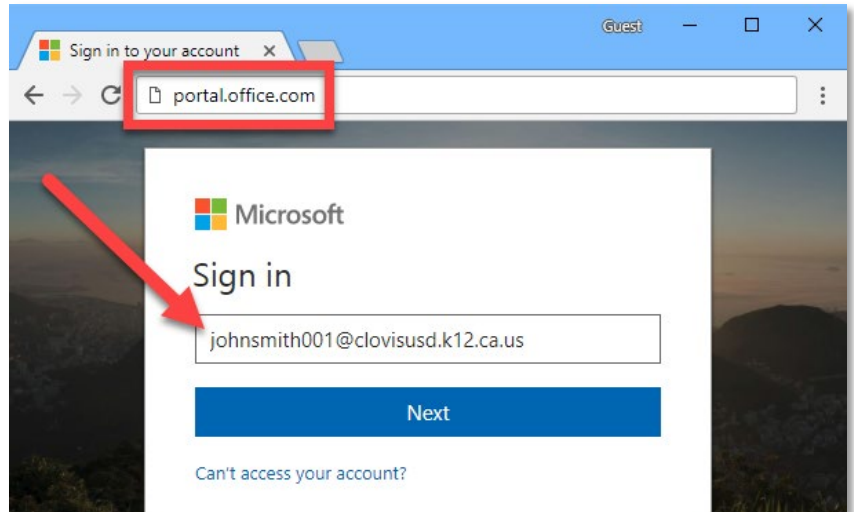# LATEST VERSION OF MICROSOFT OFFICE FOR STUDENTS

No, that title is not a mistake. As long as you are a Clovis Unified student, you can download up to **five (5) free copies of the latest version of Microsoft Office** on your personal computers at home. You will receive the latest full version of Word, PowerPoint, Excel, Outlook, and OneNote. When you are no longer a CUSD student, your software will de-activate, and documents will become Read Only.

Simply follow these directions to get your copies.

1. Using your personal computer, go to **portal.office.com** and log in with your student account. This will be the same username you use to log into the school computers followed by @clovisusd.k12.ca.us Then click the **Next** button.

The next screen is for your password. Your password is the same one you use to log into a school computer. (If you can't remember your password, ask your teacher to reset it. Once it is reset, you'll need to login to a school computer and change your password. Then you'll be able to login to your Office 365 account.)
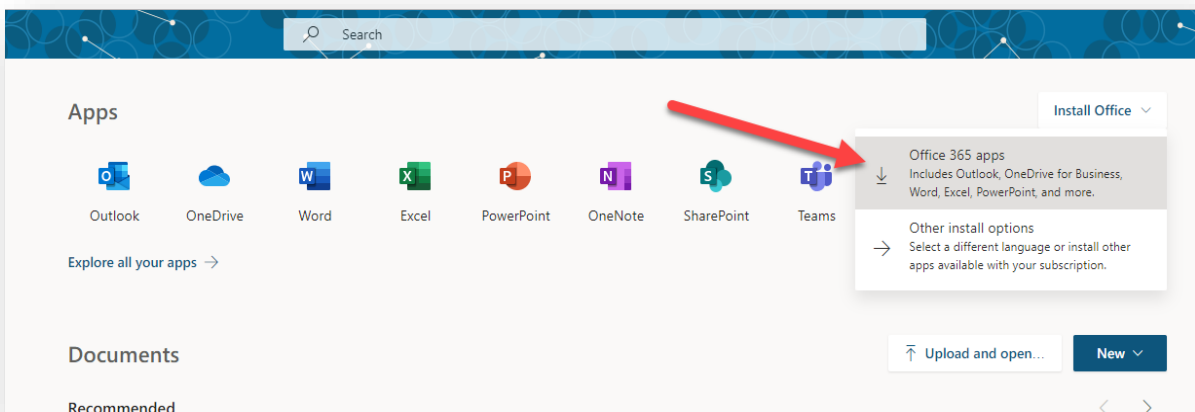
John Smith would sign in like this:

> **Username**: johnsmith001@clovisusd.k12.ca.us
>
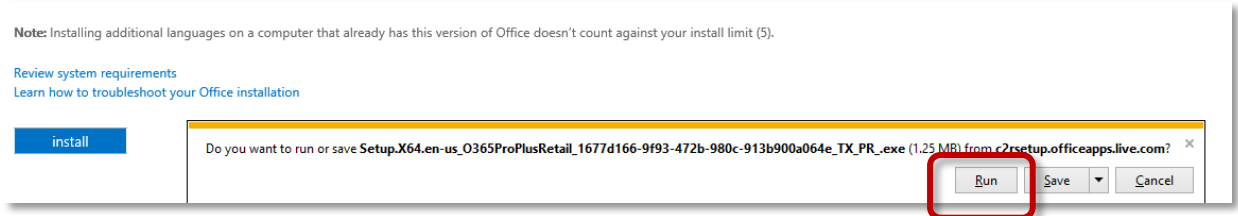> **Password**: (same password he uses on a school computer)

2. Once you log in, you should see the see the welcome page. Click the "**Install Office apps**" button and select "**Office 365**."
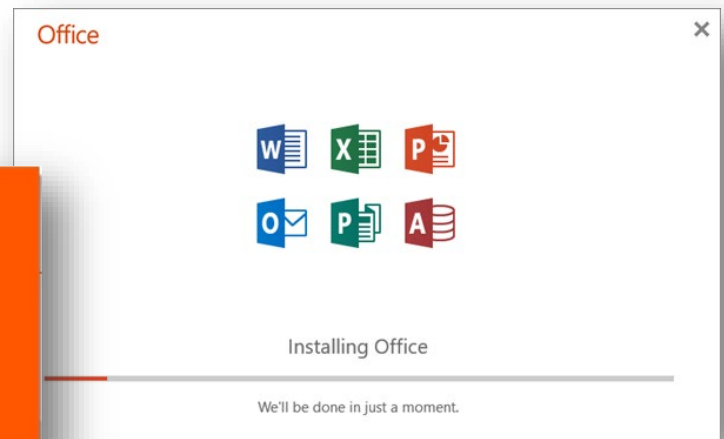
3. **If you do not see the Welcome page with the "Install Office apps" button**, simply click on the Office 365 button near the upper left corner and you'll be taken to the welcome page.

4. If you are using **Internet Explorer**, you will get a Run or Save message at the bottom of your screen. Choose **Run and then click Yes**. (*If you are using Google Chrome*, your download will begin immediately. When the download finishes, click on the downloaded item at the bottom of your browser window to run it.)

5. You will see a status window letting you know how your installation is progressing.

6. When the installation is complete, you will see a **Welcome to your new Office** message. Click **Close**.