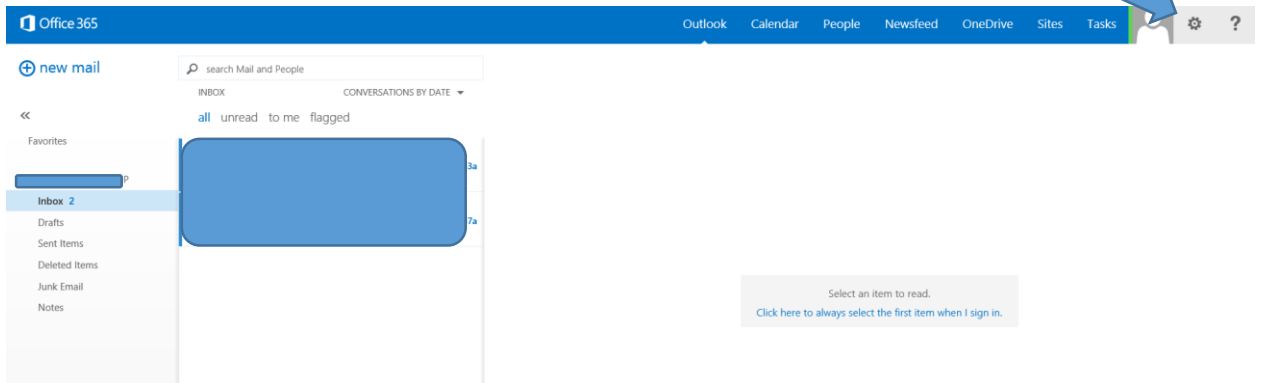


FREE—Office 2013 Professional Download for Students

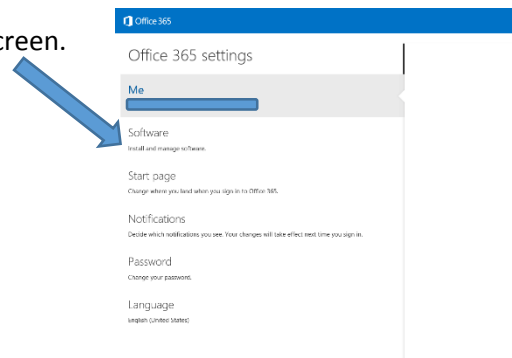
All students enrolled in Jackson County Public Schools have the opportunity to download the entire Office 2013 Professional Suite free of charge. This service is being provided to students through the Microsoft Select Licensing Agreement that is purchased annually by the school district. The download will give students access to Word, Excel, PowerPoint, Access, Outlook, OneNote, Publisher and Lync. This package retails for close to \$500 and is FREE to all students enrolled in Jackson County Public Schools. Each student can download the Office 2013 Suite on up to 5 different devices.

Steps for Downloading

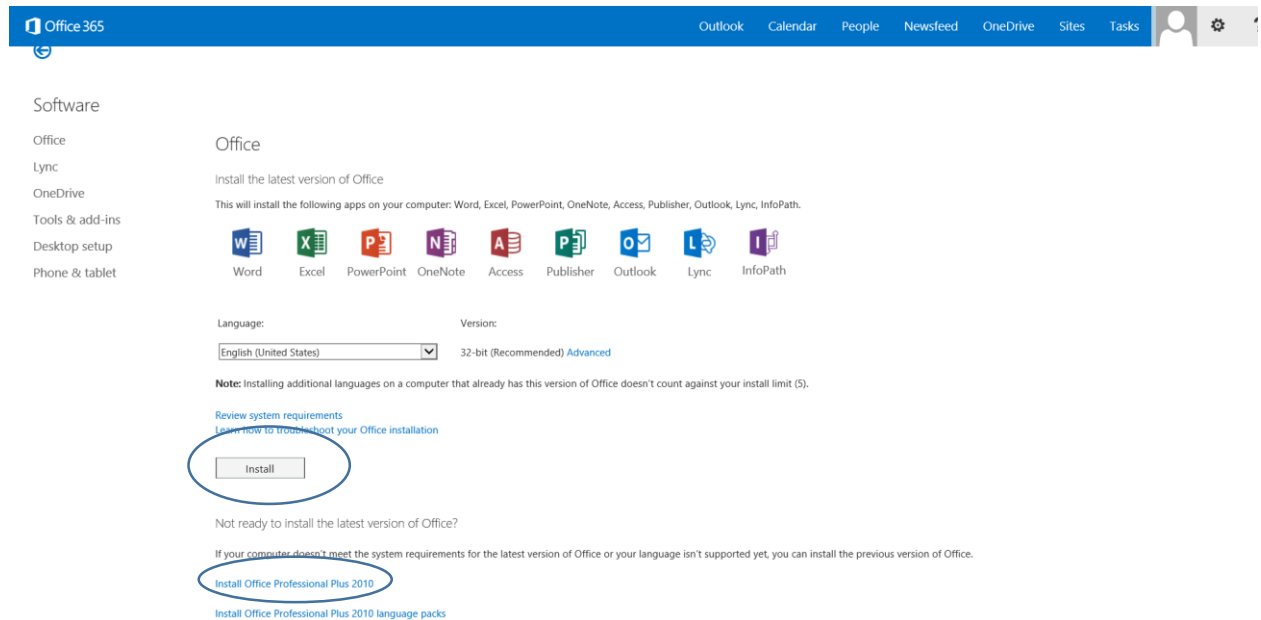
- 1) Students will need to login to their **webmail** account. Their email address is normally in the following format: firstname.lastname@stu.jackson.kyschools.us If your child does not know their email address, the lab attendants at each school can assist with this. Students will use the same password as they use to login to the computer at school. Again, if they have forgotten their password, they can see the lab attendant.
- 2) Once students are logged into webmail, they should see a screen similar to the one below. Students need to click on the “Gear” at the top of the screen.



- 3) From the Drop Down menu, choose **Office 365 Settings**.
- 4) Students should click on **Software** from this screen.



- 5) Students will click on the **Install** button to begin installing Office 2013. If you have an older computer that does not meet the minimum specifications for Office 2013, then you have the option for installing Office 2013. Students will also have access to OneDrive. This will allow them to access their files anytime they have an Internet connection.



- 6) It will take several minutes to complete the full installation. If you are on a WiFi connection it will probably take about 45 minutes to complete the install....depending on your connection.
- 7) If you have any problems, please contact Rhonda Thompson via email at rhonda.thompson@jackson.kyschools.us