



# Microsoft on a home computer

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# Microsoft from a Chromebook

## Microsoft Office 365 Home Use for Students and Employees \*Repost\*

access, word 11:55 AM



\*REPOST\*

Sharing this information again because we have a slight update to the original instructions since syncing our local AD and google accounts.

Microsoft Office 365 is available to current students and staff. However, substitutes, tutors, and non-provisioned accounts (SRO's, EC contracts, etc.) will not have access.

Users can go to [office.com](https://office.com) and login with their email address and password. If asked whether this is a personal or work/school account, choose work/school account. Users will have access to the Office Web Apps and the ability to install Office on personally owned devices. When users are no longer a JCPS employee or student, they will lose access to their Office 365 account and any locally installed versions will no longer be licensed.

The Web Apps can also be accessed on any device!

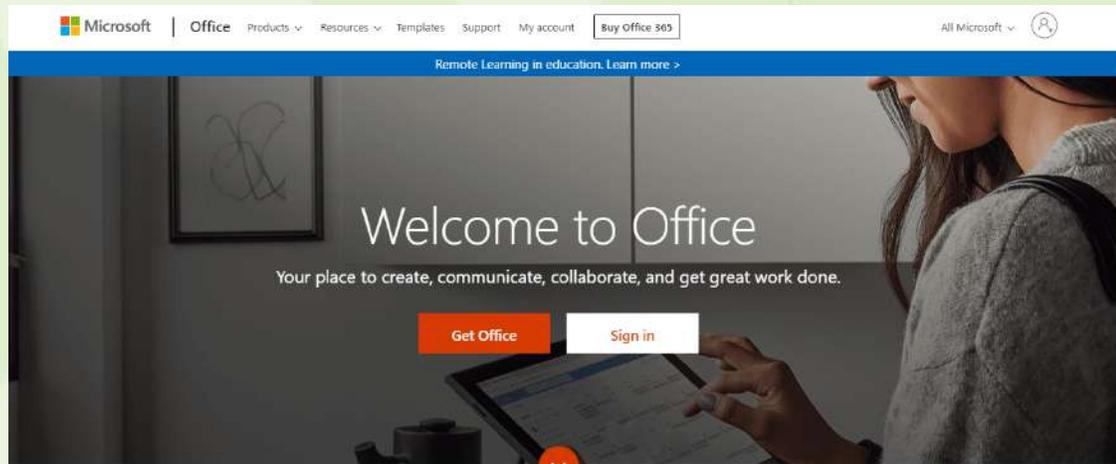
If users cannot login, they will need to go through the normal procedure for resetting their google password under 'Need Help' in the JCPS ID Portal found in the Staff/Student Connections link on our JCPS webpage.

Click the following link to go to this page:

<http://jcstechleader.blogspot.com/2020/03/microsoft-office-365-home-use-for.html>

# Go to office.com

## Click on Sign In

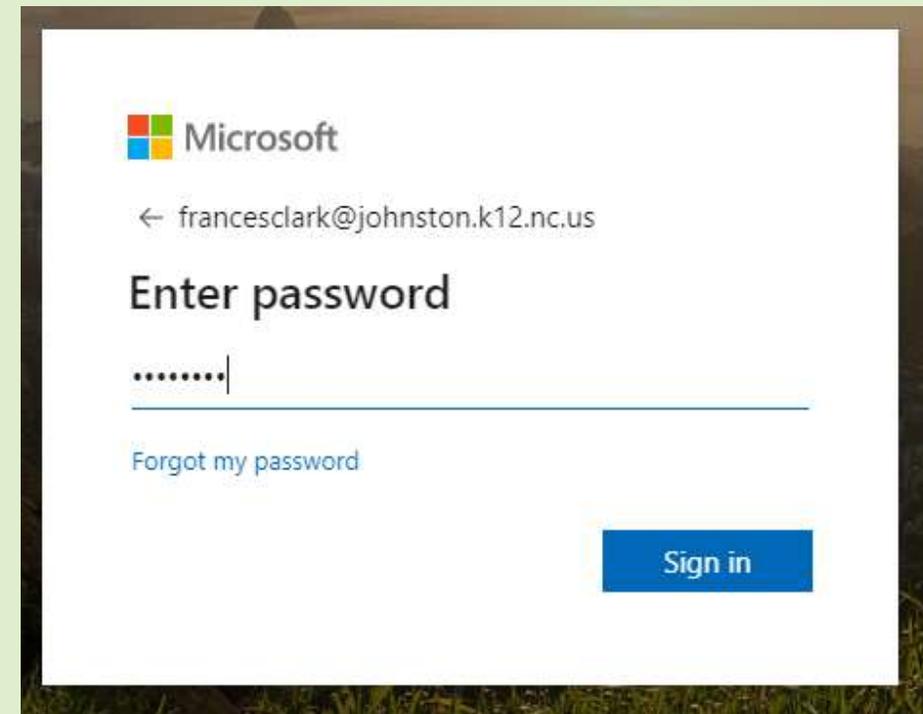
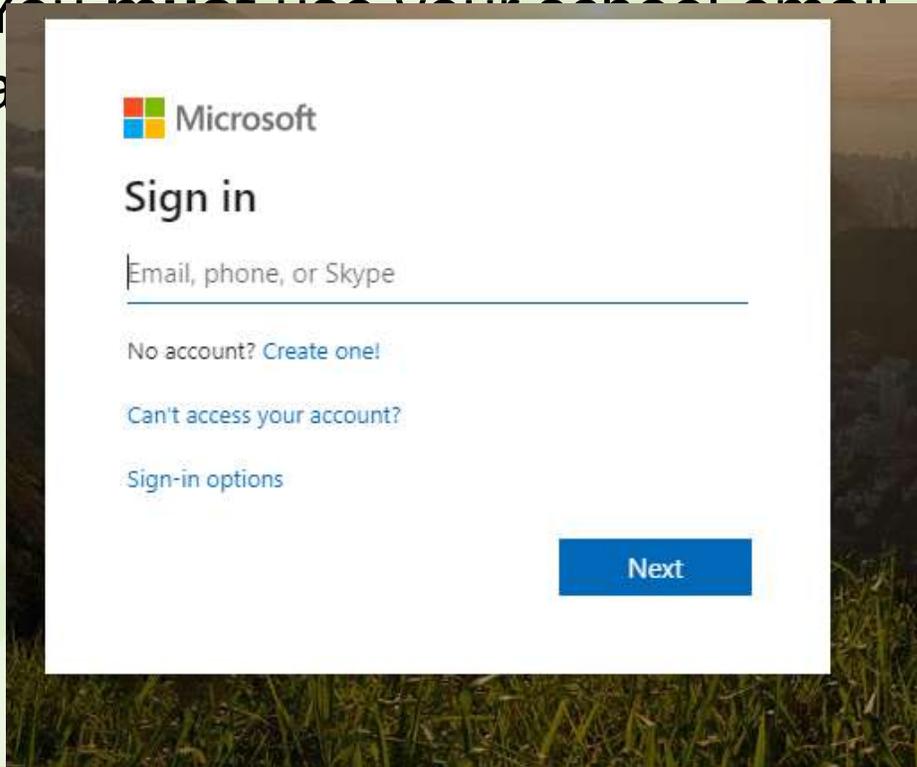


# Signing into Office 365

You must use your school email address (jcsnc.org)

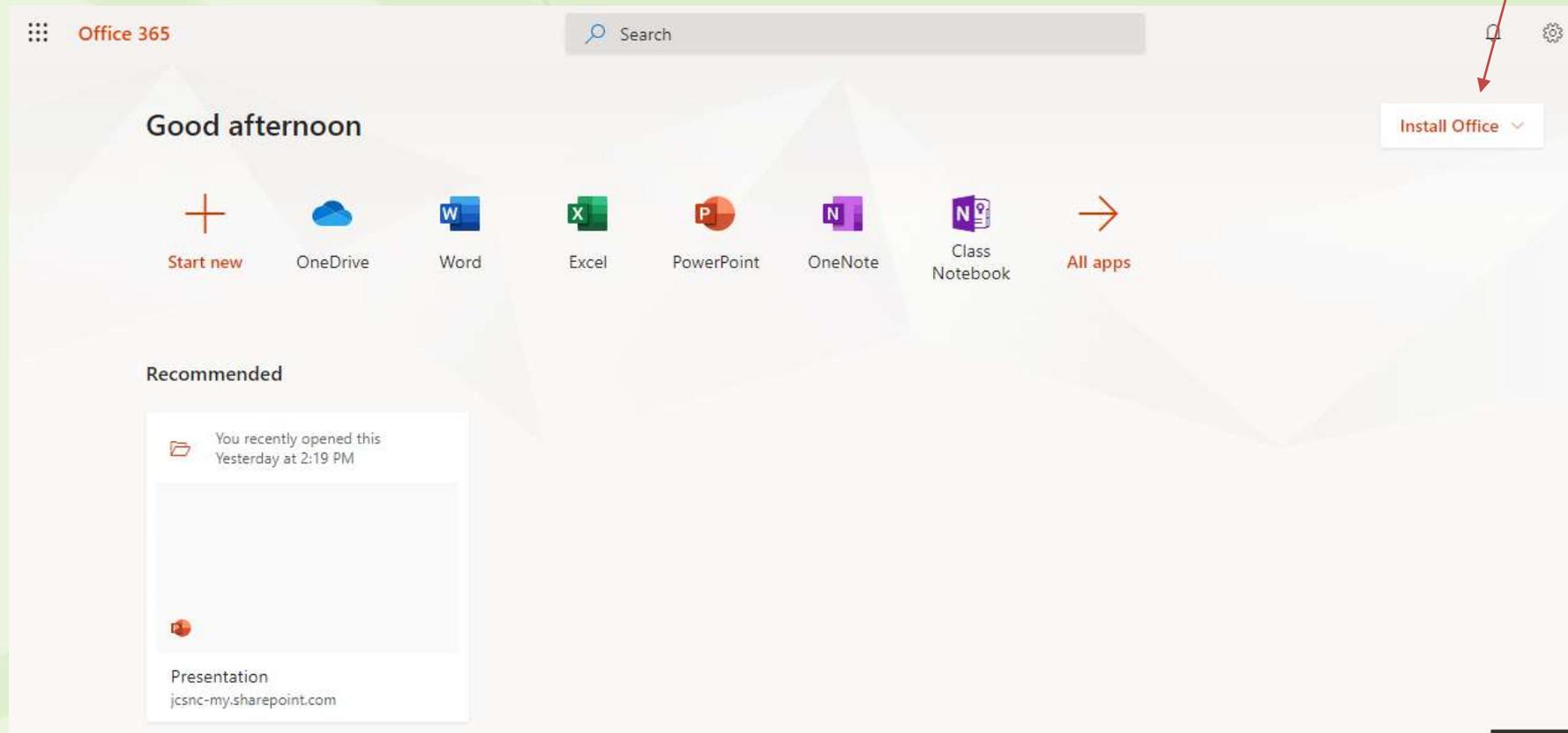
- You must use your school email address

Use the same password you use for your school email account



# Office 365 Dashboard

Click to install  
Office 365 for  
Home

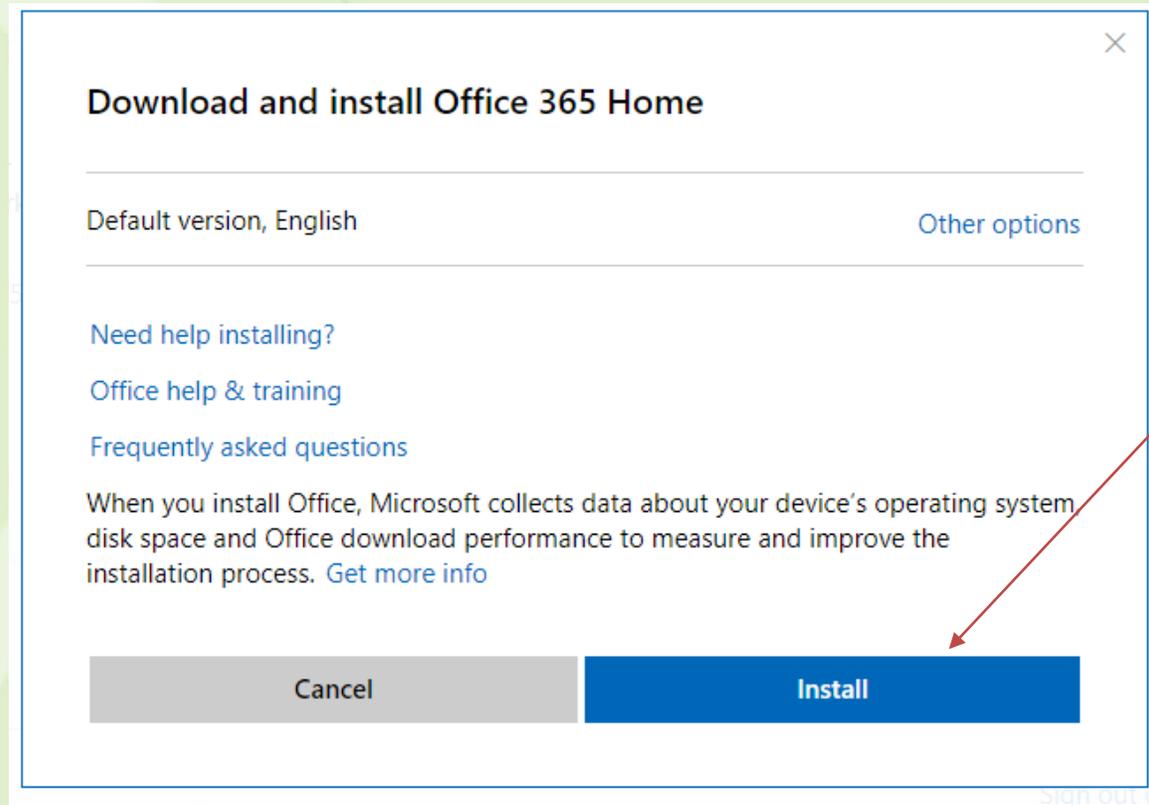


# Installing Microsoft on your Computer

\*\*Consult with your parents before doing this  
\*\*Note for Chromebooks

The screenshot shows the Microsoft Office installation interface. At the top, there are navigation tabs: Overview, Manage, Sharing, and Installs. The main content area is divided into two columns. The left column is titled 'Install Office on all your computers' and features a laptop icon with 'Office 365' written on it. A red callout box with the text 'Click to install Office' has an arrow pointing to a blue button labeled 'Install Office'. The right column is titled 'Install the Office mobile apps' and features a smartphone icon with 'Office 365' on the screen. Below this is a blue button labeled 'Get Office mobile apps >'. At the bottom of the page, there is a 'Devices' section showing a laptop icon and the text 'LAPTOP-MN1LUUOE Microsoft Windows 10 Home'. To the right of this section is a link that says 'Sign out of Office'.

# Downloading Office 365 Home



Click to install

Overview Manage Sharing Installs

Show all my subscriptions

### Install Office on all your computers

Get stuff done seamlessly at work and at home. Your devices sync automatically so you can drop your work here and pick it up there.

Install Office on all your devices and be signed in to 5 at the same time.



Install Office >

### Install the Office mobile apps

Productivity on the go just got easier. The Office mobile apps have the familiar look and feel of Office with an intuitive touch experience designed for your smartphone and tablets.



Get Office mobile apps >

### Devices

 LAPTOP-MN1LUUOE  
Microsoft Windows 10 Home

### Help with Microsoft account

Sign out of Office

Feedback

Show all

 Setup.Def.en-US\_...exe

Click on the downloaded file and follow directions



Instructions to download GMetrix

# Click on link: [Download GMetrix](#)

The screenshot shows the GMetrix website interface. On the left is a navigation menu with 'Download GMetrix SMS', 'Contact Us', and 'Resolve an Issue'. The main content area is titled 'Download GMetrix SMS' and lists supported software versions and certifications. Below this are 'Help Resources' including a User Guide, QuickStart Guide, and Administrator Guide. On the right, there are two download cards: 'GMetrix SMS for Windows' and 'GMetrix SMS for Mac'. Each card has a 'DOWNLOAD' button with a download icon. A red arrow points from the 'DOWNLOAD' button on the Windows card to a red callout box on the right. Another red arrow points from a red callout box on the left to the 'GMetrixSMS\_enUS...msi' file in the browser's download bar at the bottom.

**G·METRIX**

Download GMetrix SMS

Contact Us

Resolve an Issue

## Download GMetrix SMS

GMetrix SMS provides practice material for:

- Microsoft Office 2013, 2016, 2019 (Windows only)
- Adobe CC 2018/2019
- Adobe CC 2013/2015
- Adobe CS6
- Autodesk Certified User 2017 - 2020 (Windows only)
- Autodesk Certified Professional 2017 - 2020 (Windows only)
- Microsoft Technology Associate
- IC3 GS4/GS5/Spark
- CompTIA
- QuickBooks Certified User
- Microsoft Certified Educator (MCE)
- Entrepreneurship & Small Business
- EC-Council Associate

Help Resources:

- 📖 GMetrix User Guide
- 📖 QuickStart Guide
- 📖 Administrator Guide

### GMetrix SMS for Windows

This version supports tests for Adobe CC 2018-2020, Microsoft Office tests for 2010-2019, and other web based tests can now be taken in the software to guarantee browser compatibility

**DOWNLOAD** ↓

Current Version: 6.1.1365

### GMetrix SMS for Mac

GMetrix SMS for Mac has been released! This version of the software supports all tests delivered through the GMetrix Student Portal website, as well as Adobe CC 2018 practice exams. **Please note that this software does not support Microsoft Office or Autodesk practice exams.**

**DOWNLOAD** ↓

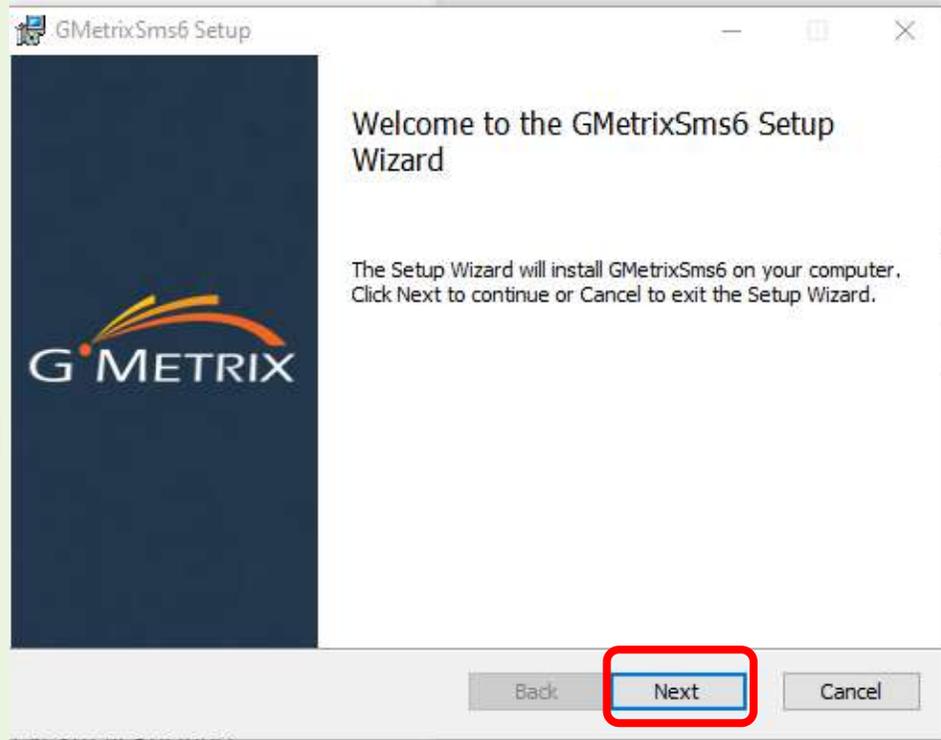
Current Version: 1.1.6

GMetrixSMS\_enUS...msi

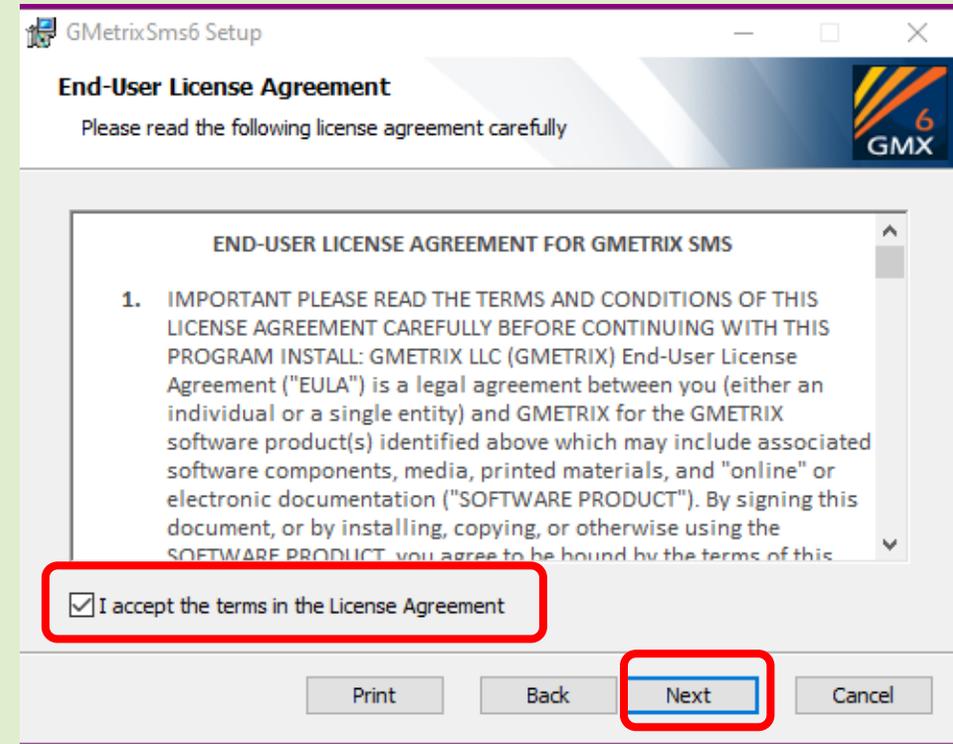
Download appears here, click to install

Click to download GMetrix on your computer

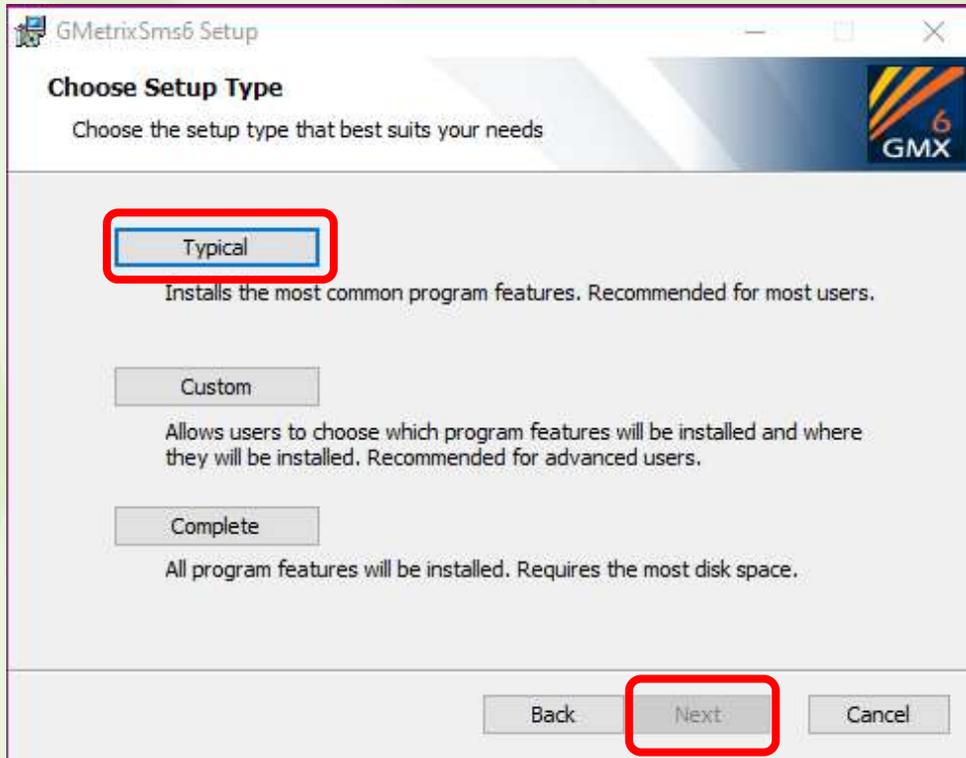
## Click Next



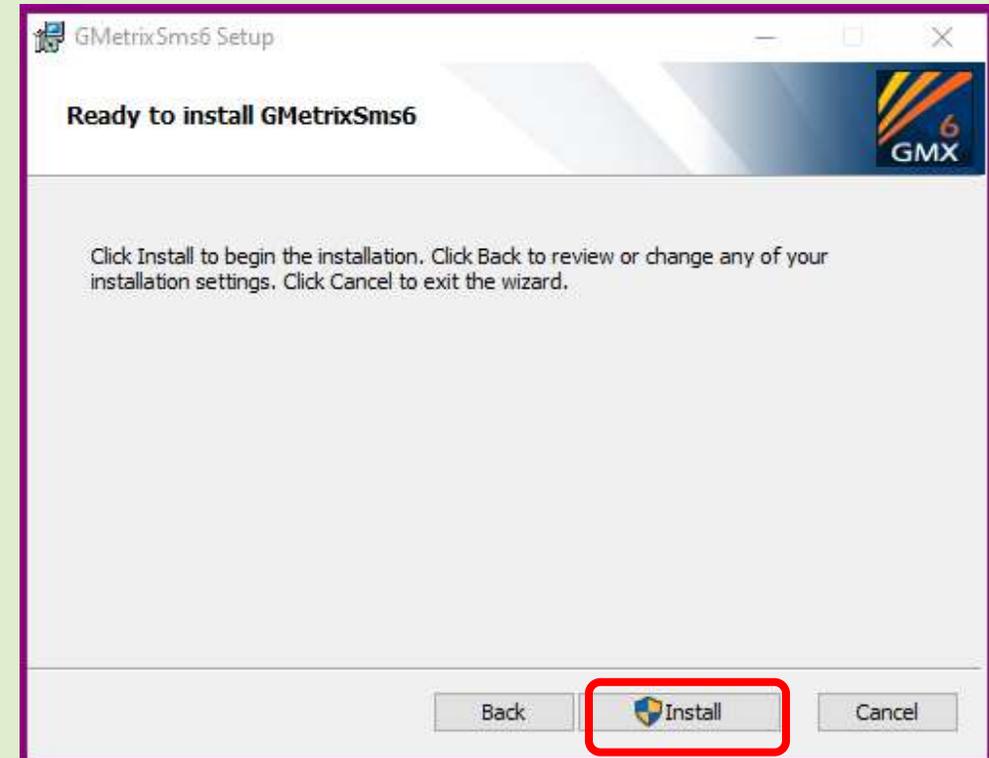
## Check accept box & click Next



## Click Typical and then click Next

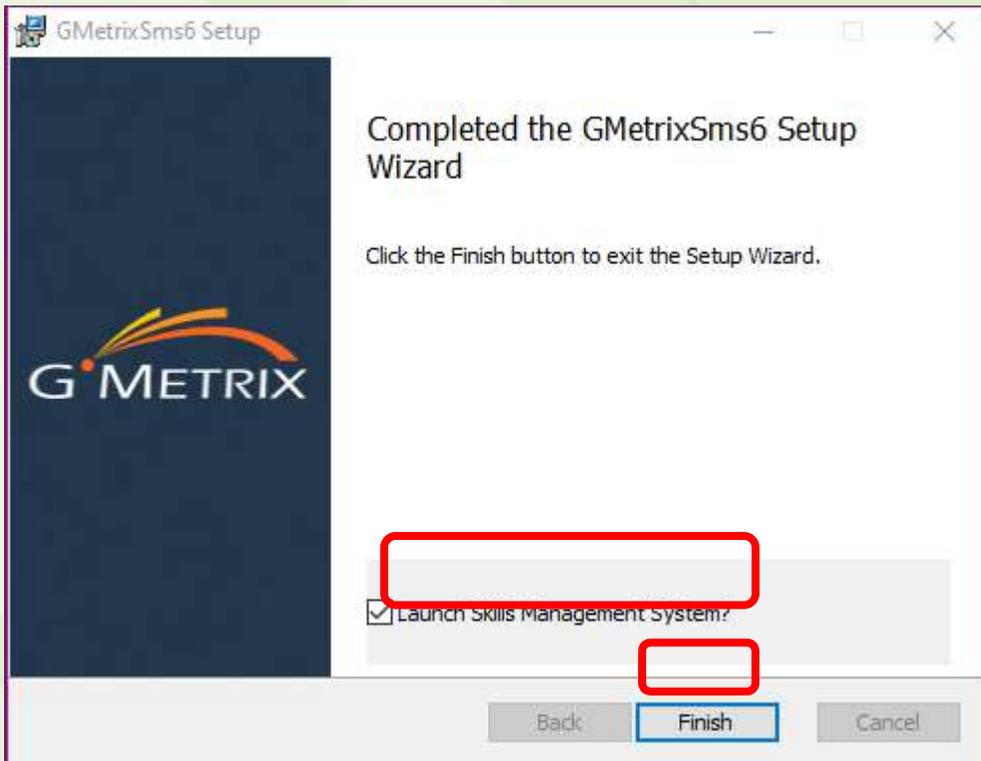


## Click Install

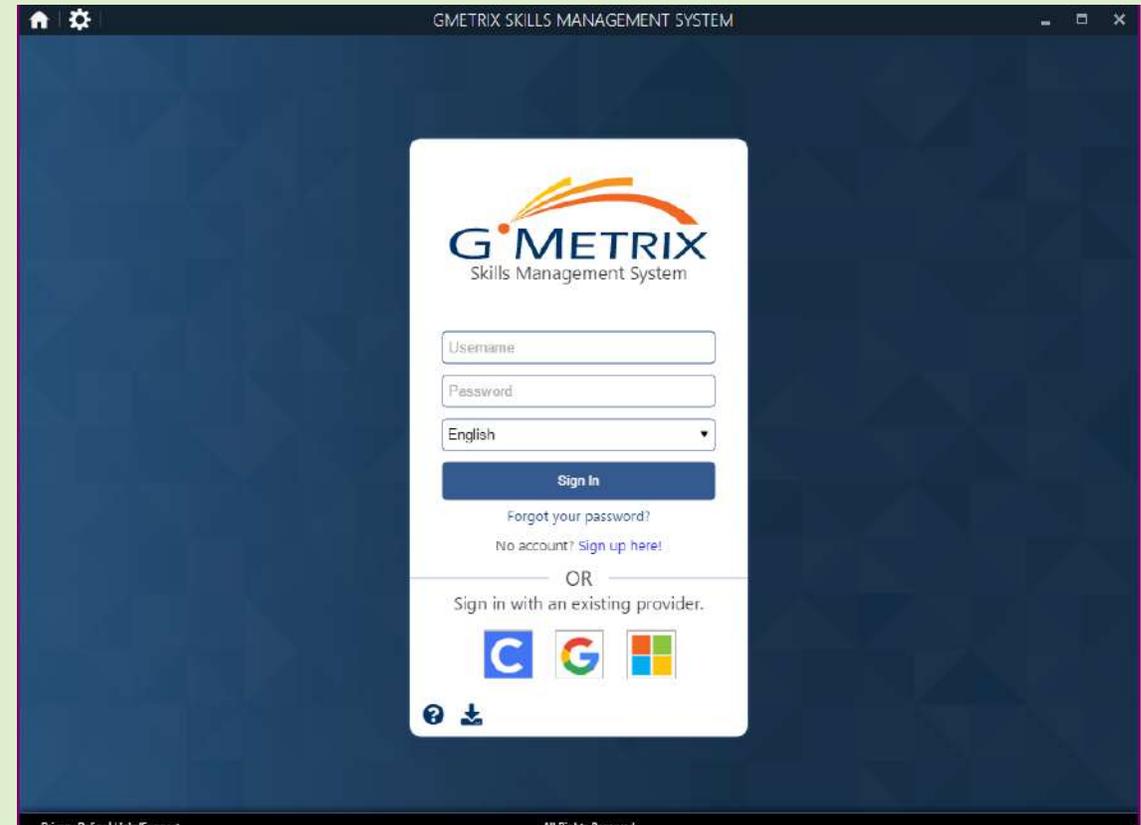


# Finish Installation and Launch GMetrix

Check to launch and click Finish



Sign in the same way you do at school



Take a Test

Language:  
English

Office 2016

Office 2019

## Taking a test/quiz

- Sign in the way you usually do at school
- When clicking to take a new test you must now choose which version of Office you are using (2016 or 2019)