



Dear Parent/Guardian:

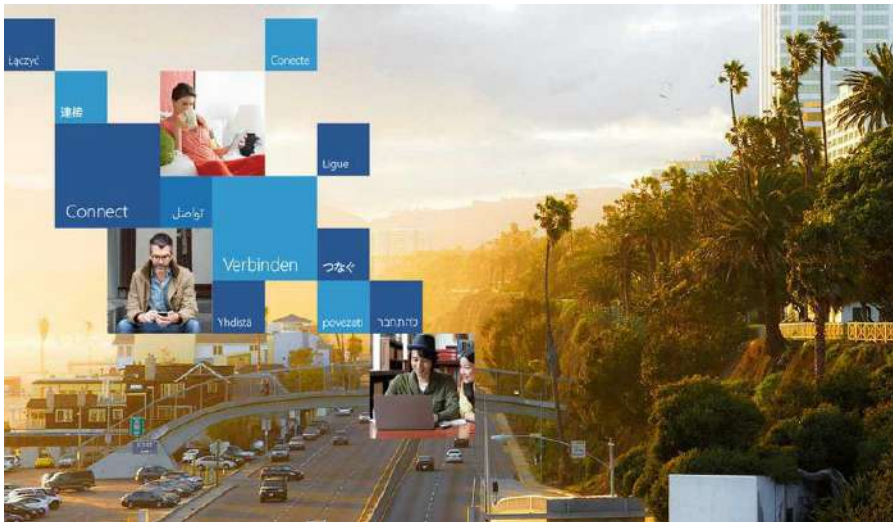
Paulding County School District is very excited to have the opportunity to offer the Microsoft Office 2016 suite to all Paulding county students for FREE. Through the support of Microsoft, we are able to offer five copies of the Microsoft Office 2016 client for each student (may download on five personal computers) and five copies of the mobile app for MS Office (may install on five personal mobile devices). Each copy can be installed on a variety of devices and platforms.

****Prerequisite for client installs:** Determine the Windows Version of your computing device as 32-bit or 64-bit operating system. Right click on 'Computer' in Windows Explorer and select **Properties**.

Getting Started:

Follow to the link below to **Office 365 – Students**

<http://www.paulding.k12.ga.us/studentoffice365>



Sign in with your work or school account

☐ Keep me signed in

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

Don't have an account assigned by your work or school?
[Sign in with a Microsoft account](#)

Sign in using your student's student ID (student lunch number) + @paulding.k12.ga.us

Ex. Username: 12345@paulding.k12.ga.us

Once you click on to enter the password you will be directed to a school district login page.



Redirecting

We're taking you to your organization's sign-in page. [Cancel](#)

☐ Keep me signed in

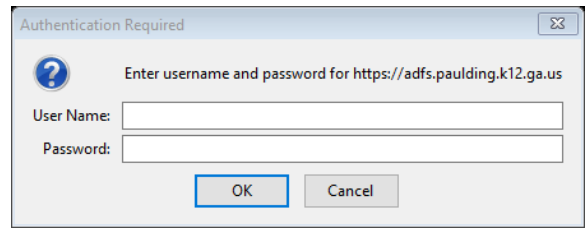
Don't have an account assigned by your work or school?
[Sign in with a Microsoft account](#)

When you arrive at the page to your right enter in the following information.

Sign in using your student's student ID (student lunch number) +
@paulding.k12.ga.us

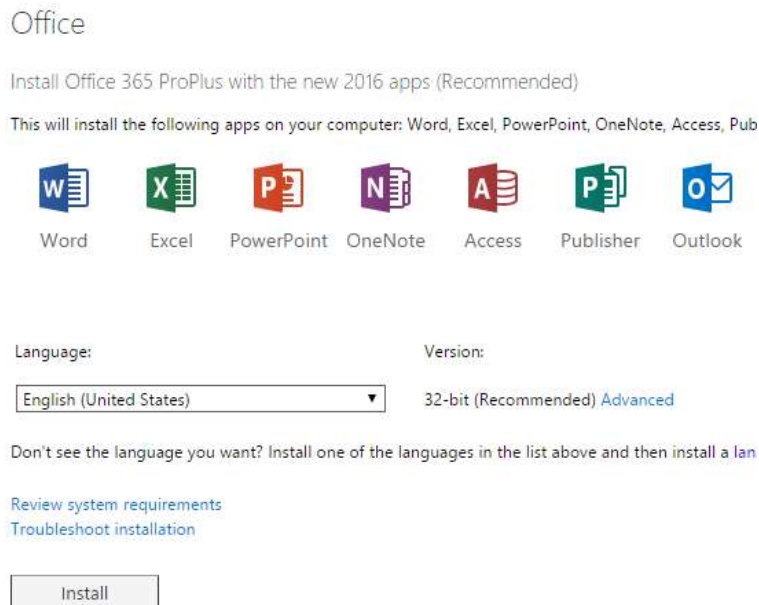
Ex. Username: 12345@paulding.k12.ga.us

Password:

A screenshot of an 'Authentication Required' dialog box. It has a title bar with a question mark icon and the text 'Authentication Required'. Below the title bar, it says 'Enter username and password for https://adfs.paulding.k12.ga.us'. There are two input fields: 'User Name:' and 'Password:'. At the bottom, there are two buttons: 'OK' and 'Cancel'.

For *Middle and High School students*: The password will be your student's password they use at school to log into the computer. If your student does not know their password, they will need to have their account password reset at their school. Students can have their password reset by the Media Specialist or the Support Technologist at their school.

After logging in you will be directed to the page below. Now you are ready to install. Be sure to uncheck **Make Bing your search engine** and **Make MSN your browser homepage** if you don't want these set as your defaults.

A screenshot of the Office 365 ProPlus installation screen. At the top, it says 'Office' and 'Install Office 365 ProPlus with the new 2016 apps (Recommended)'. Below that, it says 'This will install the following apps on your computer: Word, Excel, PowerPoint, OneNote, Access, Publisher, and Outlook'. There are icons for each of these apps. Below the icons, there are two dropdown menus: 'Language:' with 'English (United States)' selected, and 'Version:' with '32-bit (Recommended)' selected. There are also links for 'Review system requirements' and 'Troubleshoot installation'. At the bottom, there is an 'Install' button.

You will need to be on the PC, MAC, Smartphone or iPad to which you want to install.

What devices can I install on?

PC: Office 2016 versions of Word, Excel, PowerPoint, OneNote, Outlook, Publisher, and Access. Windows 7 or later required.

Mac: Office 2016 versions of Word, Excel, PowerPoint, and Outlook. Mac OS X 10.6 or higher required. OneNote for Mac is available as a separate download from the Mac App Store. Customers with an active subscription will be entitled to the newest versions when available.

Windows tablet: Office Word, Excel, PowerPoint, OneNote, Outlook, Publisher, and Access. Windows 8 or higher required.

iOS: Office for iPad® requires iOS 7.0 or higher, Office for iPhone® can be installed on phones running iOS 6.0 or higher.

Android: Office for Android™ tablet can be installed on tablets running Android KitKat 4.4 with a minimum screen size of 7 inches and an ARM-based processor. Office Mobile for Android phones can be installed on phones running OS 4.0 or higher.

Note: You may install the client version of Microsoft Office 2016 on five personal devices. Additionally, you may install the mobile app version on five personal devices. To access the mobile apps for download, click **Phone & tablet**.