

Office 365 (Office Products) FREE for BCPS Employees:

In order to help our students prepare for success this school year, as a part of a new paid licensing agreement with Microsoft, the *Bullitt County School District* and *Microsoft* are providing Office to every student and BCPS employee FREE of charge. With Office 365, you will now have access to the latest version of Word, for writing; Excel, for spreadsheets; PowerPoint, for presentations; OneNote, for organization and note taking; and much more.



- Install on up to 5 compatible PCs and Macs, plus 5 tablets (including iPad)
- Use with *OneDrive* for automatic device syncing and sharing
- Gain valuable skills on the world's most popular productivity software
- Office subscription lasts for as long as you are an employee in Bullitt County Schools

Internet Connection / Updates: The Office 365 version of Microsoft Office requires an Internet connection so that the device can "check in" on the user's status once a month. The 5 copies of Microsoft Office will function for as long as you are an employee in Bullitt County Schools.

For Employees Leaving (or Retiring from) the District: You will need to purchase a version of Microsoft. Please contact your building TIS for more information.

Follow these simple steps to get Office 365 on your device: ([Click here for the Video Tutorial](#))

1. **For PC and Mac:**

- As teachers, you must verify your employment with BCPS. Open an Internet Browser and go to <http://office.com/teachers> - use your school email and password and follow the eligibility prompts
- Next, login to your school email at <http://login.microsoftonline.com>
- Click the **orange INSTALL NOW** button (*NOTE: If the Install button does not appear, click on OFFICE 365 in the top left corner.*)
- When prompted, click **RUN** at the bottom of your screen or click on the downloaded program to begin running the installation (*Chrome Browser – you may be prompted to save, then click the file to install and run / Internet Explorer Browser – you may be prompted to Save or Run directly*)
- Say YES and follow the installation process. A white *NEXT* screen will come up and follow the prompts for "recommended settings" and moving on with the *NEXT* button.
- You will then get another white screen with an ORANGE progress bar telling you if your program has been installed. Once it says installation is complete, find one of the programs (Word) and open it to be sure it will work correctly.



2. **For iOS and Android:**

- Open the Internet on your Device, go to <http://office.com/teachers> and use your school email address to follow the eligibility process *if you haven't previously done this step.*
- Next, download the APP from your device's app store
 - **iPad / iPhone:** download these apps → [Word](#), [Excel](#), [PowerPoint](#), [One Drive for Business](#), [Outlook](#)
 - **Android:** Download the orange **OFFICE all in one** app ([Word](#), [Excel](#), [PowerPoint](#))
- Finally, **OPEN** the app, click **SIGN-IN** (*NOT* create an account), type your school email (firstname.lastname@bullitt.kyschools.us), click on **WORK group** when prompted, then type in your school email password to login and receive the full editing capability.



- **NOTE - Android tablets** must have KitKat 4.4.2 or Lollipop in order to be compatible with the Office products. If the device is not compatible, you can use the online Office tools when you login to your email through the internet at <http://login.microsoftonline.com>