

Introducing... Office 365



- ⇒ One terabyte of cloud-based storage on OneDrive, offering access to files from home and from school (only for GFPS students, fifth grade and up)
- ⇒ **FREE** download of Office Professional Plus (Word, Excel, PowerPoint, Publisher, OneNote, Access, Outlook) on up to five personal computers and up to five personal devices
 - ⇒ Option to manage those licenses and transfer from one computer or device to another if one is no longer used
 - ⇒ Option to work on any Office Suite product online or use full desktop version
 - ⇒ Option to share and collaborate on documents
 - ⇒ Office 2013 requires operating systems Windows 7 or Windows 8 on a PC
 - ⇒ Office 2011 requires Mac 10 or higher on a Mac
 - ⇒ Option to download earlier versions of Office Suite

Accessing... Office 365

- ⇒ Open a browser (If using a PC, Internet Explorer is best for using with Microsoft products)
- ⇒ Go to Great Falls Public Schools' website: <http://gfps.k12.mt.us>
 - ⇒ Click on Parents & Students » Online Resources » Office 365
 - ⇒ Tutorials available under "Online Resources"
- ⇒ Login with `first.last.graduationyear@gfps.k12.mt.us` and password (the same one used for logging into a school computer, Moodle, and Google Drive)
- ⇒ Click on any button to begin working online

Example username: `john.doe.2020@gfps.k12.mt.us`

Collaborate with Office Online

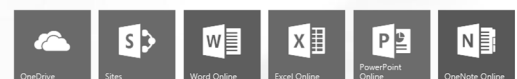


Installing... Office Professional Plus

To install the desktop and app versions of Word, Excel, PowerPoint, Publisher, etc., login to Office 365 on the computer or device on which it will be installed.

- ⇒ Use the browser on the computer or device and log in to Office 365 (see "Accessing Office 365 above")
- ⇒ Click on the "Install" button in the top right corner and follow the prompts.
- ⇒ If installing on a Smartphone or iPad, use the link designated for smartphones and iPads, which will prompt the app store, and download the app for each Office product (Word, Excel, PowerPoint, OneNote).
- ⇒ Once a license has been used, options to install for other computers/devices will drop below the Office Online options.

Collaborate with Office Online



Install Office on more devices

On a PC or Mac: Install
On a smartphone or an iPad: Office on your devices