

Dear Parent/Guardian:

Paulding County School District is very excited to have the opportunity to offer the Microsoft Office 2013 suite to all Paulding county students for FREE. Through the support of Microsoft, we are able to offer five copies of the Microsoft Office 2013 client for each student (may download on five personal computers) and five copies of the mobile app for Microsoft 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. To determine, right click on 'Computer' in Windows Explorer and select Properties.

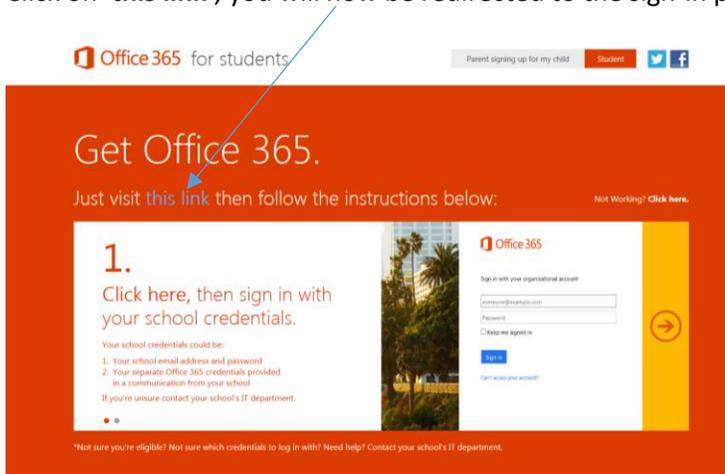
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### Getting Started:

Follow to the link below to the **Get Office 365 - Students**

<http://www.microsoft.com/education/ww/StudentAdvantage/Pages/hed-install.aspx>

Click on **'this link'**; you will now be redirected to the sign-in page:



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

After entering the user name, you will be redirected to the organization's sign-in page.

Example: [12345@paulding.k12.ga.us](mailto:12345@paulding.k12.ga.us)

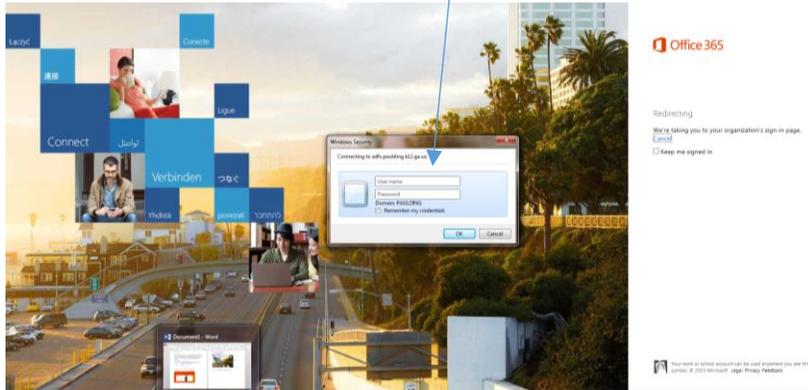


Username: [12345@paulding.k12.ga.us](mailto:12345@paulding.k12.ga.us)

Password:

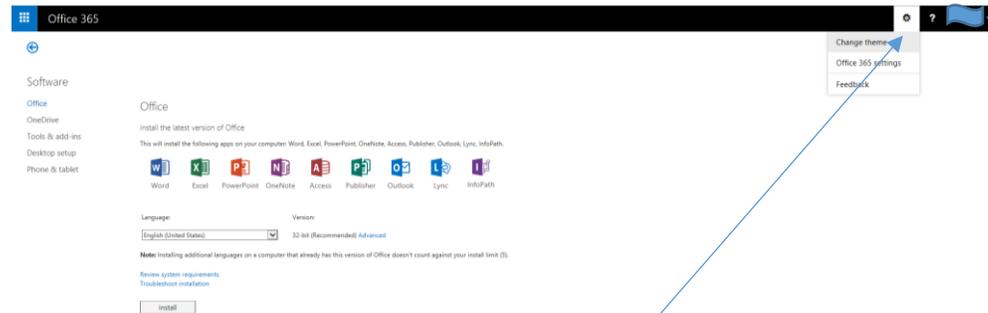
For **Middle and High School students**: The password will be the student's password used at school to log into the computer. Students that do not remember their passwords will need to have their account password reset at their school. Students can have their password reset by the Media Specialist or the Support Technologist at their school.

For **Elementary School students**, the password is set to: student ID (student lunch number)

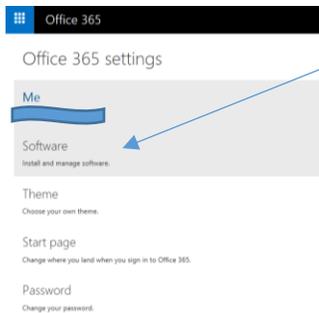


Once you have entered the password click **OK**.

The landing page, once successfully logged in, is displayed:



If your computer does not land on this page, click the settings icon, and click office 365 settings from the drop down menu. Click on Software (install and manage software). This will direct you to software install page, as above.



**Notes:** You may install the client version of Microsoft Office 2013 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**.