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 MS Office (may install on five personal mobile devices). Each copy can be installed on a variety of devices and platforms.
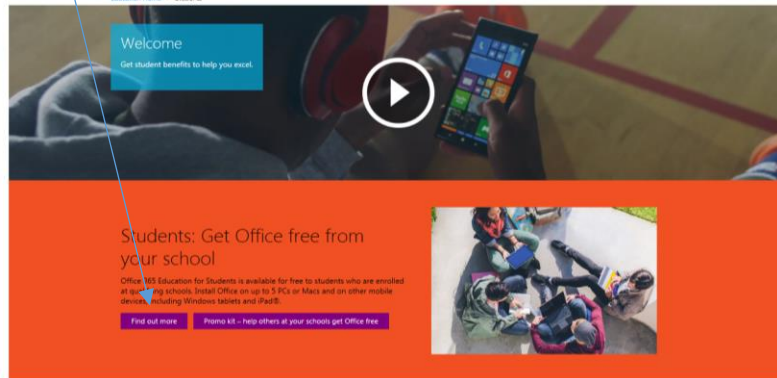
Prerequisite for client installs: Determine the Windows Version of your computing device as 32-bit or 64-bit operating system. Right click on 'Computer' in Windows Explorer and select **Properties.
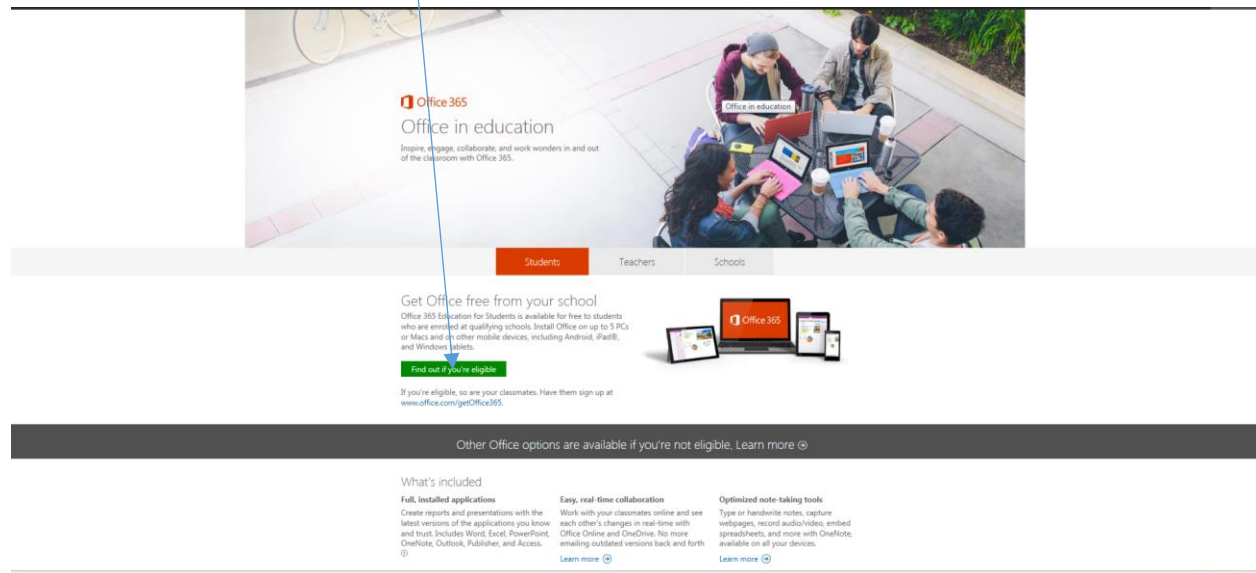
Getting Started:

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

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

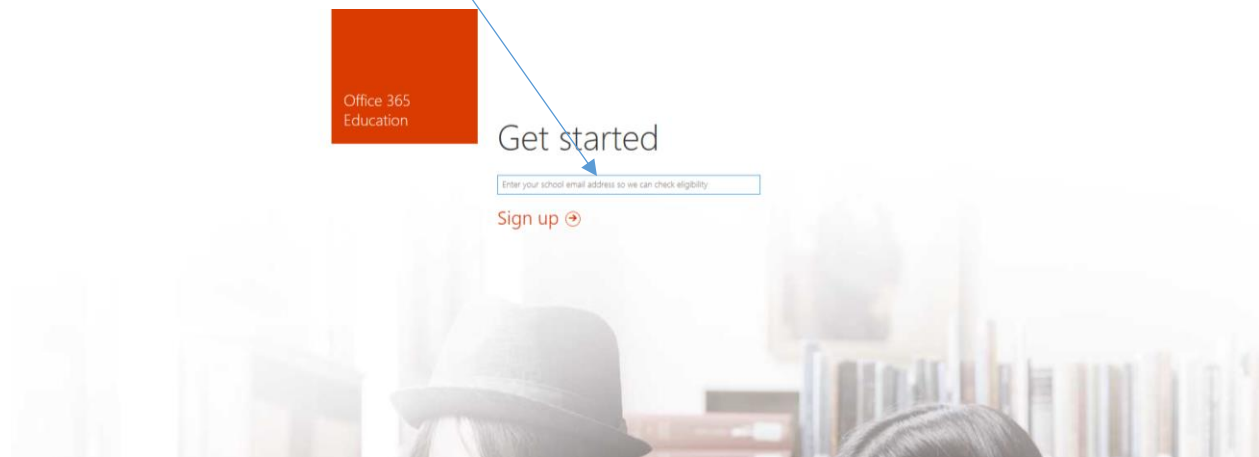Click on **Find Out more**:

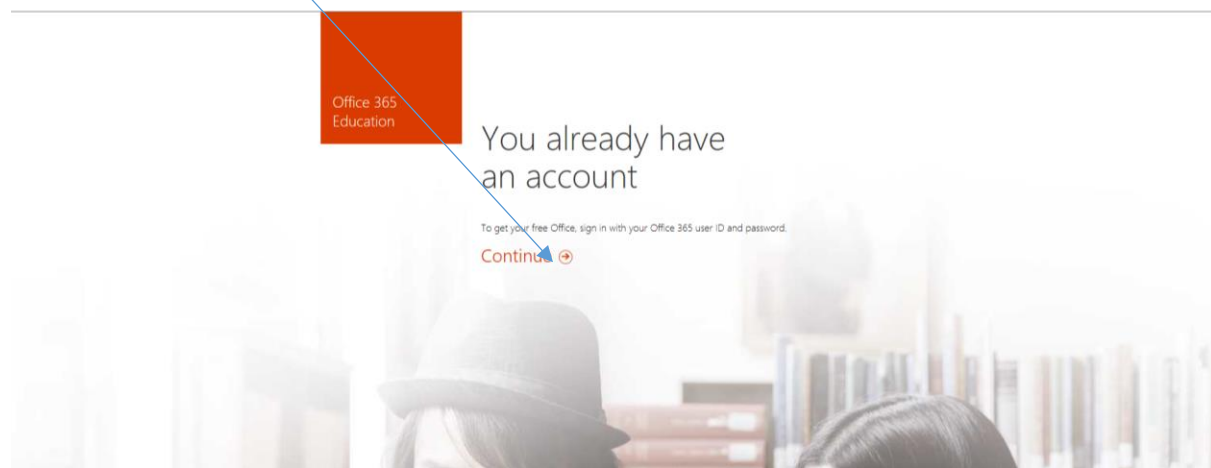Click on **Find out if you're eligible**

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

Example: 12345@paulding.k12.ga.us then click **Sign up**
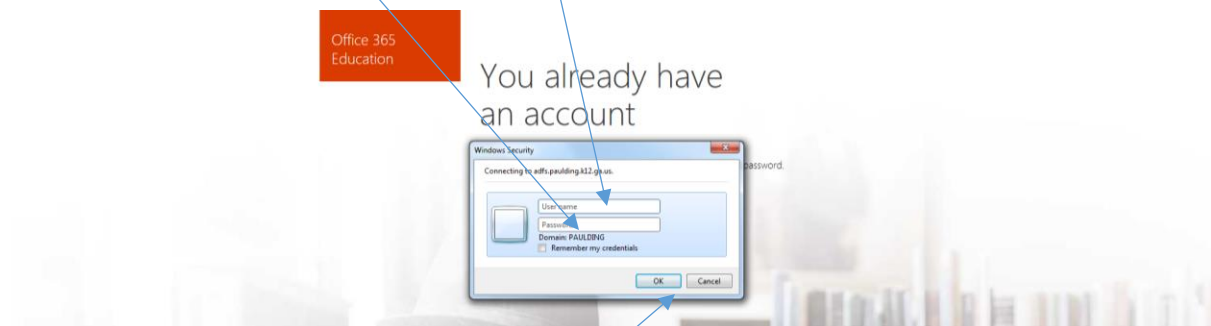

Click **Continue**

After entering the user name, your computer will be redirected to your organizations signin page.
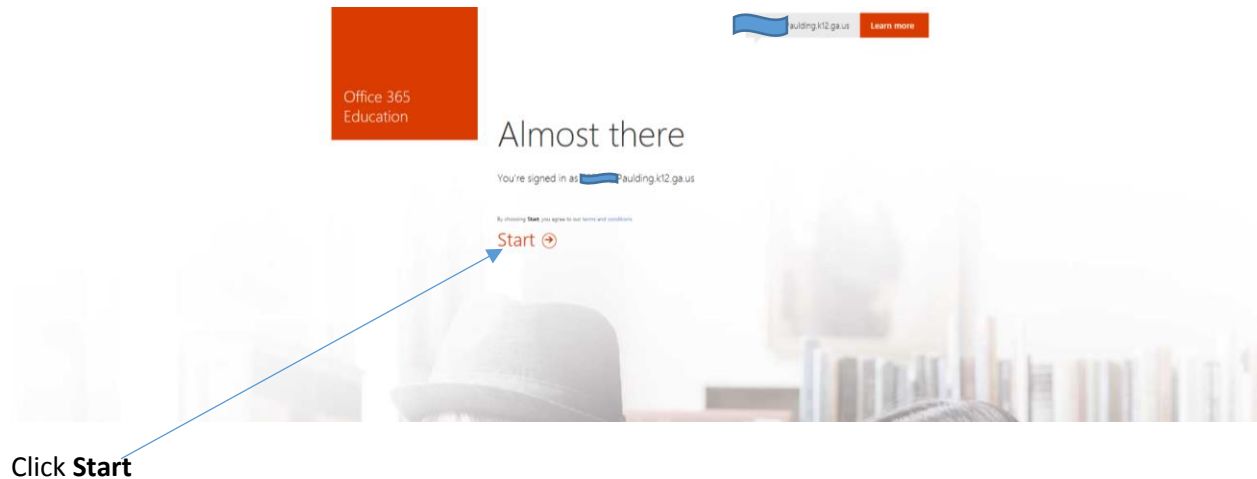
Username: 12345@paulding.k12.ga.us

Password:

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.

For *Elementary School students*: The password is set to the student ID (student lunch number).
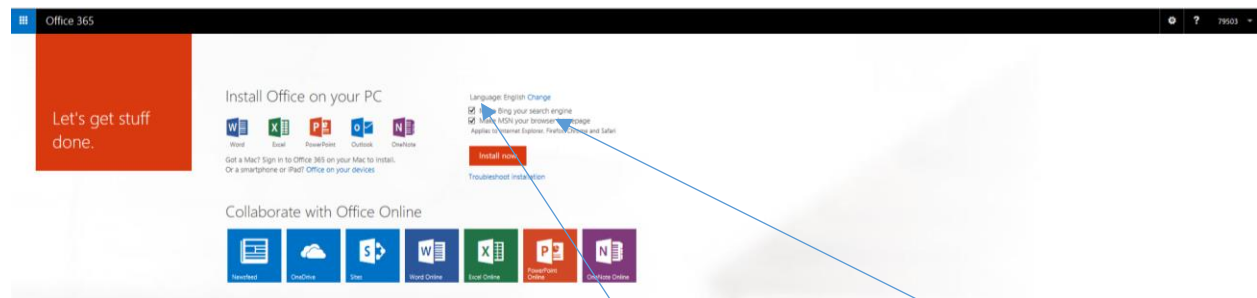
Once you have entered the password click **OK**.

The landing page upon successful login:

Click **Start**

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.

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 2013 versions of Word, Excel, PowerPoint, OneNote, Outlook, Publisher, and Access. Windows 7 or later required.

Mac: Office 2011 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 2013 versions of 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 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**.