

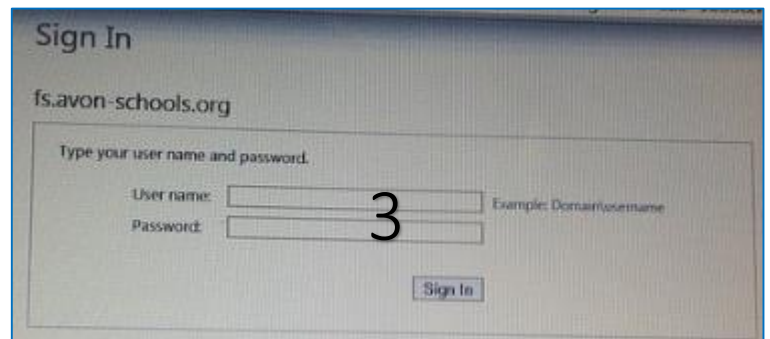
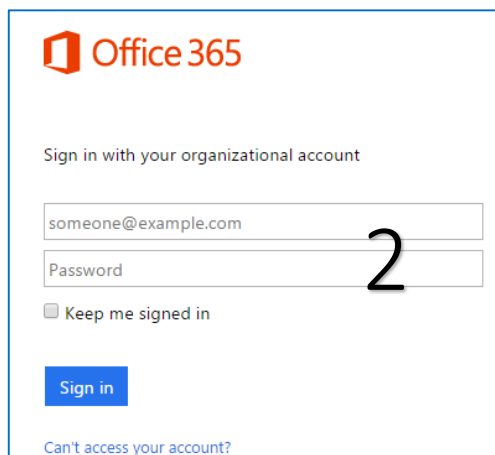
# Microsoft Office

Avon Community School Corporation

## Microsoft Office Available at no cost to Avon staff members and K-12 students

Avon Community School Corporation is thrilled to announce the no-cost availability of Microsoft Office 2013 Pro for all staff and K-12<sup>th</sup> grade students. Staff and students may install the Microsoft Office Suite on up to five personally owned computers or devices. Licenses of the installed product remain active as long as the licensee is affiliated with Avon Schools and is eligible to maintain an active Office 365 for schools account.

1. Open Office 365 – <https://login.microsoftonline.com/>
2. Sign in (see figure 2 below),
  - K-12 enter your email address (student ID@students.avon-schools.org)
3. A second login will appear (see figure 3 below)
  - K-12 enter your email address (student ID@students.avon-schools.org) and student network password



4. Click on **Install Now**
5. Then follow the prompts

