

# Download and Install Microsoft Office (District Employees)

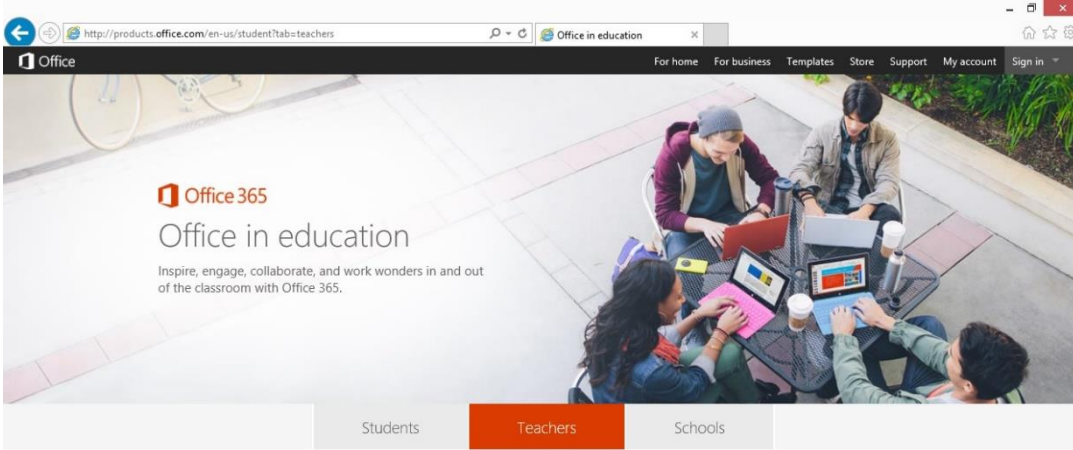
All Polson School District employees have access to the full Microsoft Office suite at no charge. To install the software on your personal computer, follow the steps below. Software is available for both Windows and Mac, although the Mac process will be slightly different. Be aware that some steps may take a long time to complete. Please be patient! If you have a slow internet connection, it will be better to install the software from a disk. Ceth or Adam can provide you with one if necessary.

Note: the steps and images are only verified to work for district employees, not students.

Open your web browser and go to the "Office in Education Website."

<https://products.office.com/en-us/student?tab=teachers>

Follow along with the images



The screenshot shows a web browser window with the URL <https://products.office.com/en-us/student?tab=teachers>. The page features the Office 365 logo and the text "Office in education" with the tagline "Inspire, engage, collaborate, and work wonders in and out of the classroom with Office 365." Below this, there are three navigation tabs: "Students", "Teachers" (which is highlighted in orange), and "Schools".

Get Office 365 for you and your classroom

If your school provides Office at work, you and your students could be eligible to get Office 365 Education for free! Install the latest version of Office on up to 5 PCs or Macs and on other mobile devices, including Android, iPad®, and Windows tablets. Includes 1 TB of storage from OneDrive so you and your students can easily work together and stay connected.

[Find out if you're eligible](#)

If you're eligible, so are your students. Have them sign up at [www.office.com/getOffice365](http://www.office.com/getOffice365).

Other Office options are available if you're not eligible. [Learn more](#)

Work wonders in your classroom    Connect with students    Office when and where you need it



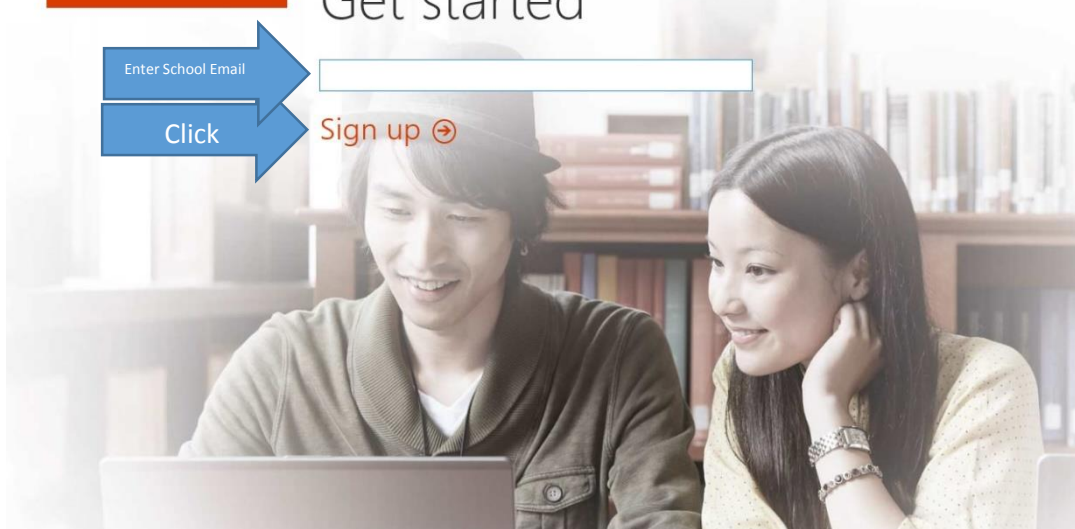
https://portal.office.com/start?sku=78e66a63-337a-4a9a-8999-41c6654dfb56 Office 365 Education

Office 365 Education

# Get started

Enter School Email

Click [Sign up](#) →



Microsoft

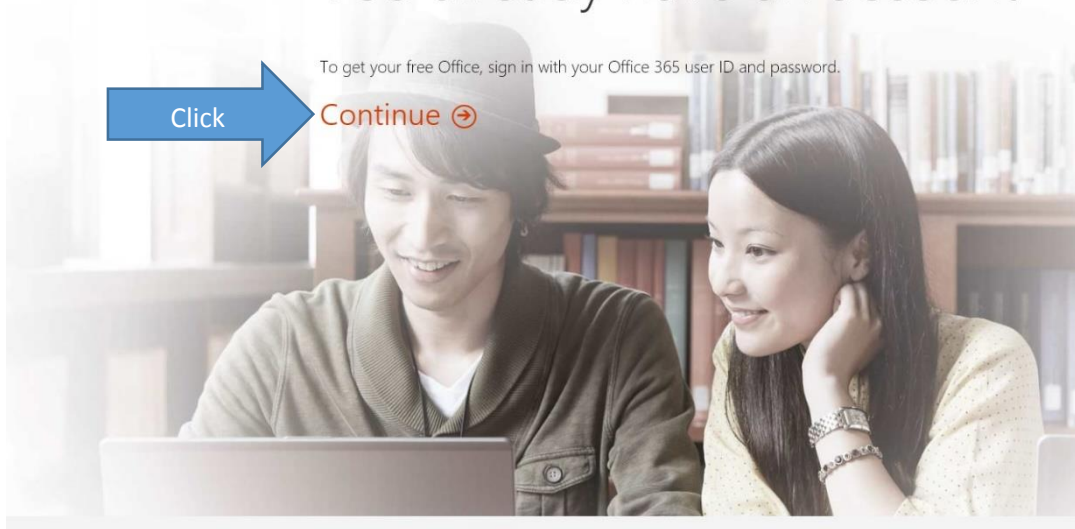
https://portal.office.com/start?sku=78e66a63-337a-4a9a-8999-41c6654dfb56# Office 365 Education

Office 365 Education

# You already have an account

To get your free Office, sign in with your Office 365 user ID and password.

Click [Continue](#) →



Microsoft

https://fs.polson.k12.mt.us/adsfs/fs/?username=@polson.k12.mt.us&owa=wsigni Sign In

### Sign In



**POLSON SCHOOL DISTRICT #23**  
*Preparing Students to Succeed*

Type your user name and password.

User name:

Password:

[Sign In](#)

Enter School username and password

Click

Note: Signing in from home will require you to verify a "captcha" image

https://portal.office.com/start/Confirm?sku=78e66a63-337a-4a9a-8959-41c6654dfb565 Office 365 Education

@polson.k12.mt.us [Learn more](#)


## Office 365 Education

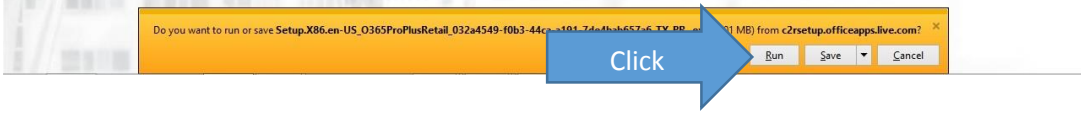
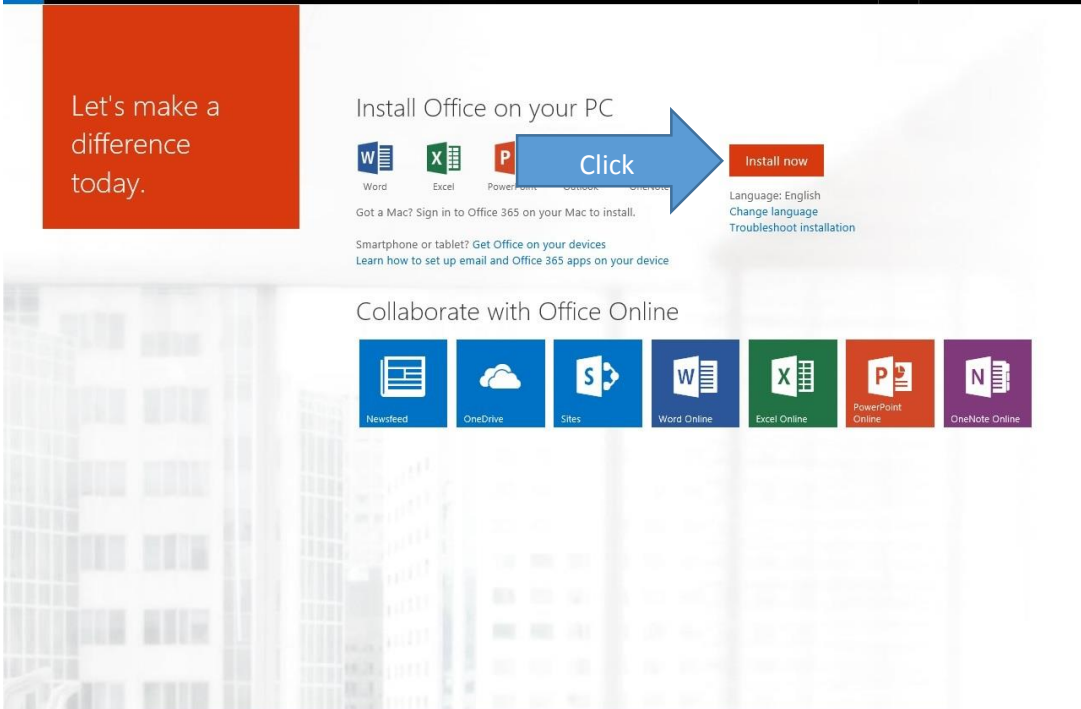
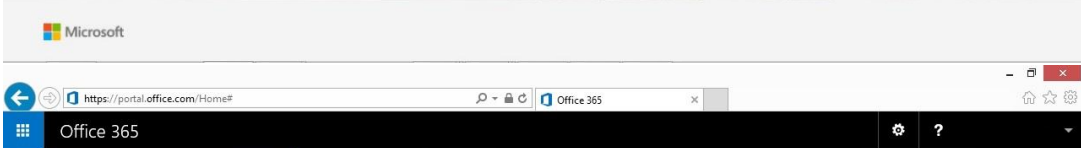
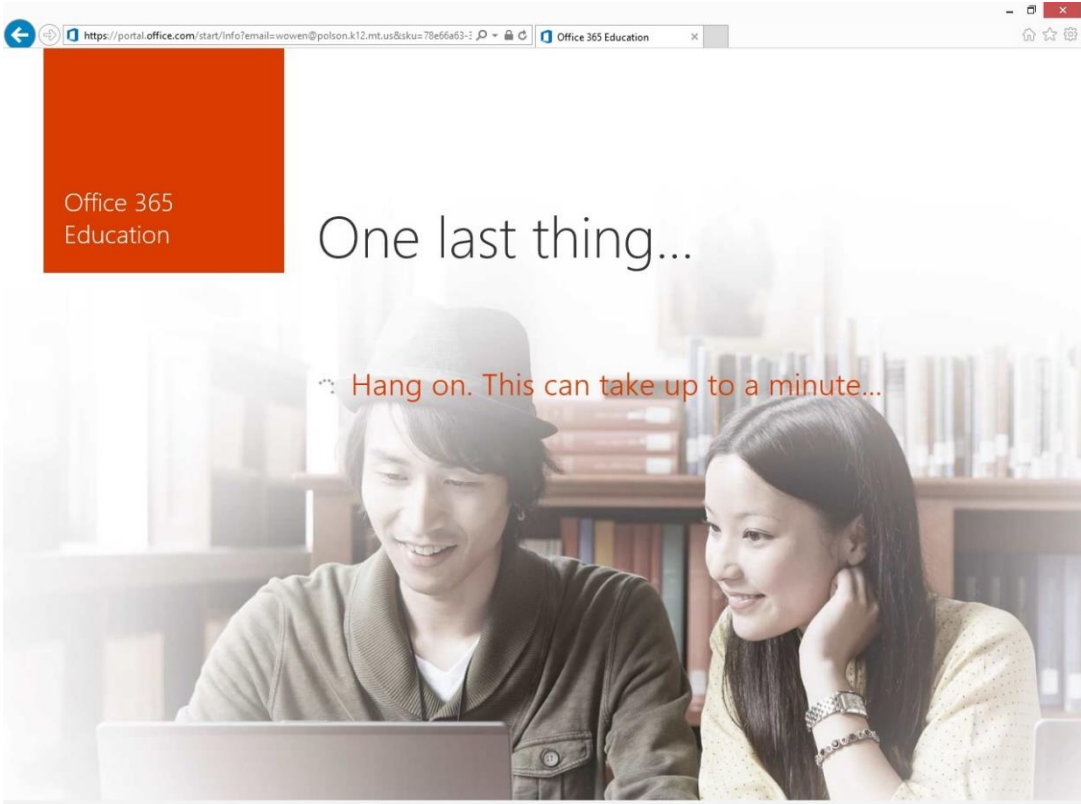
# Almost there

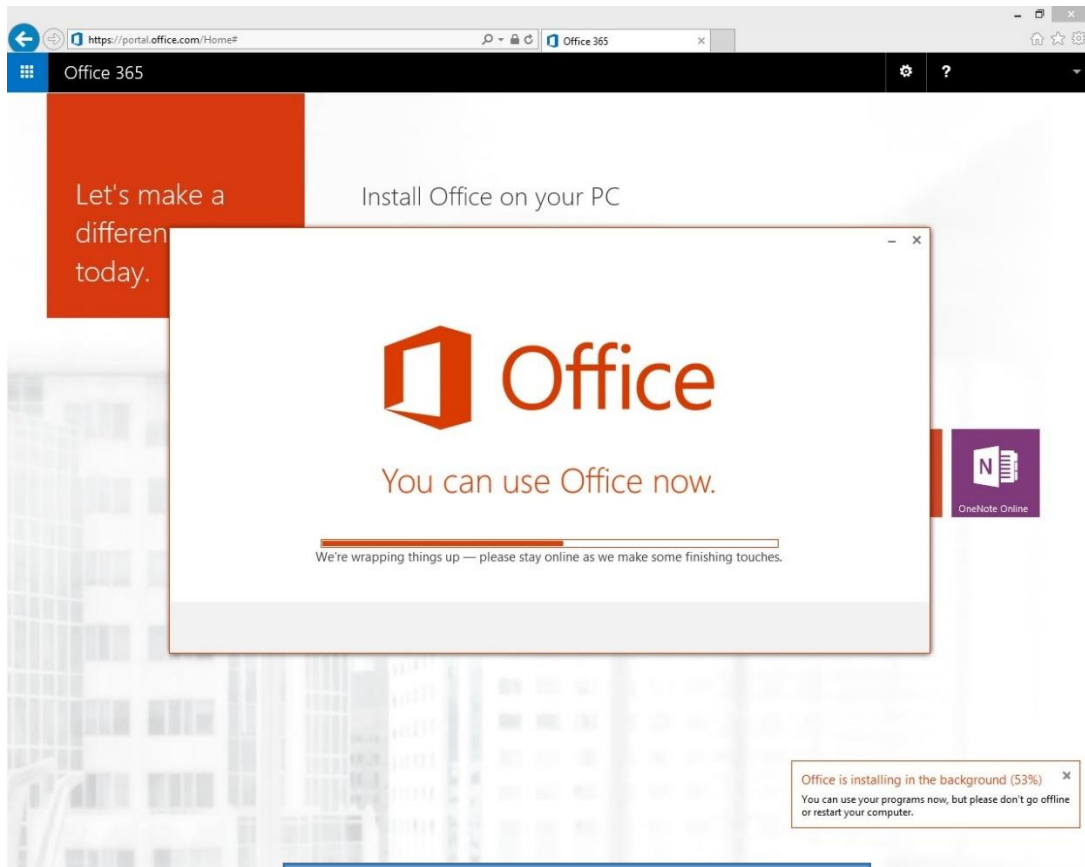
You're signed in as @polson.k12.mt.us

By choosing **Start**, you agree to our [terms and conditions](#) and understand that your name and email address will be visible to other people in your institution.  
[Microsoft Privacy Policy](#)

Click **Start**







Depending on the speed of your connection, this step may take a very long time

Once this step is completed, you should now have Microsoft Office installed on your computer.