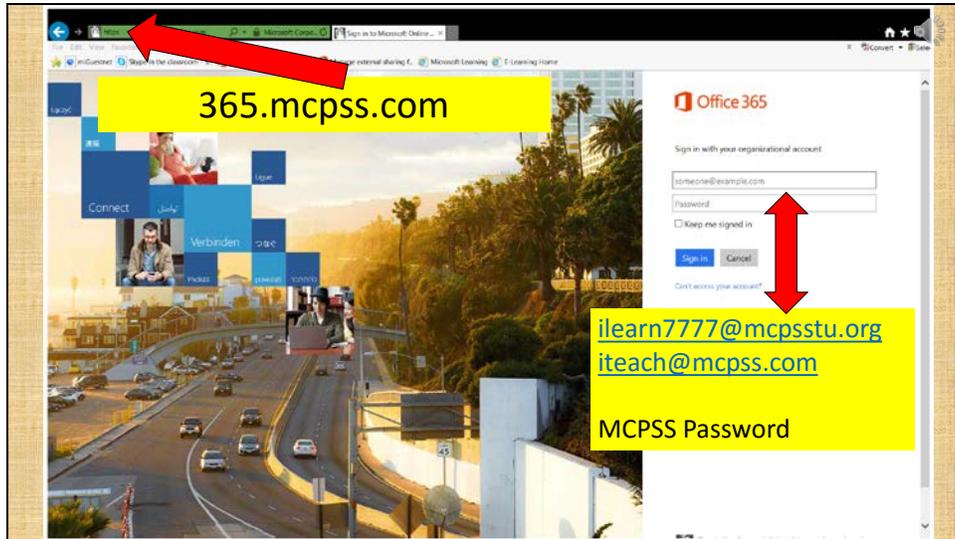




In this video I'm going to walk you through the steps to gain access to the Microsoft Office ProPlus licensing that is available to every employee and student in the Mobile County Public School System. This licensing provides, *at no cost to employees and students*, 5 downloadable copies of the Microsoft suite of tools for your personal computers at home. This also provides everyone with the Microsoft Apps for Mobile devices such as tablets and phones. These Microsoft products also work alongside the Office 365 tool set that provides everyone a OneDrive for Business account with unlimited storage.

Let's Begin:

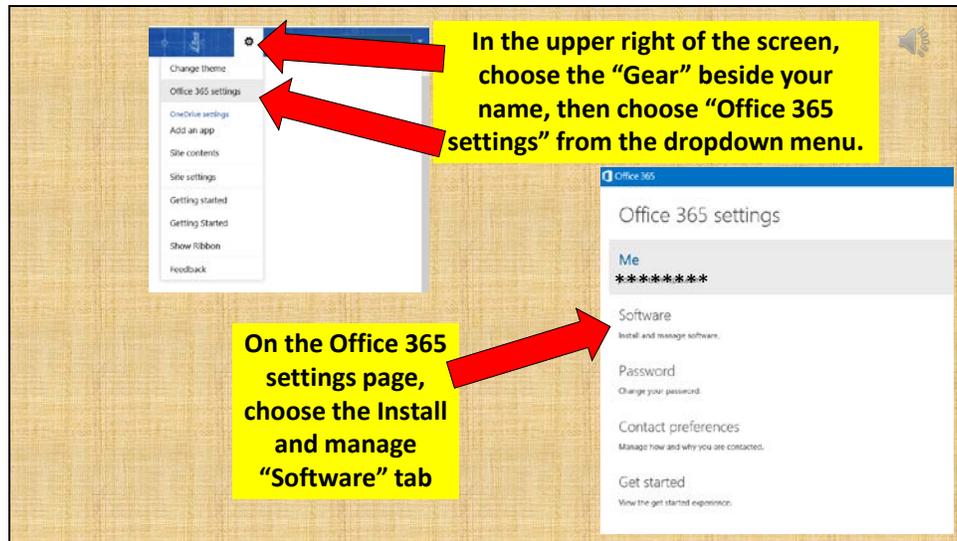
Slide 2



Open a web browser on your device and in the address bar type 365.mcpss.com. Once the page opens, it will look like the one here on the screen. This is the Office 365 portal for Mobile County Public Schools. I recommend you bookmark this page for future easy access.

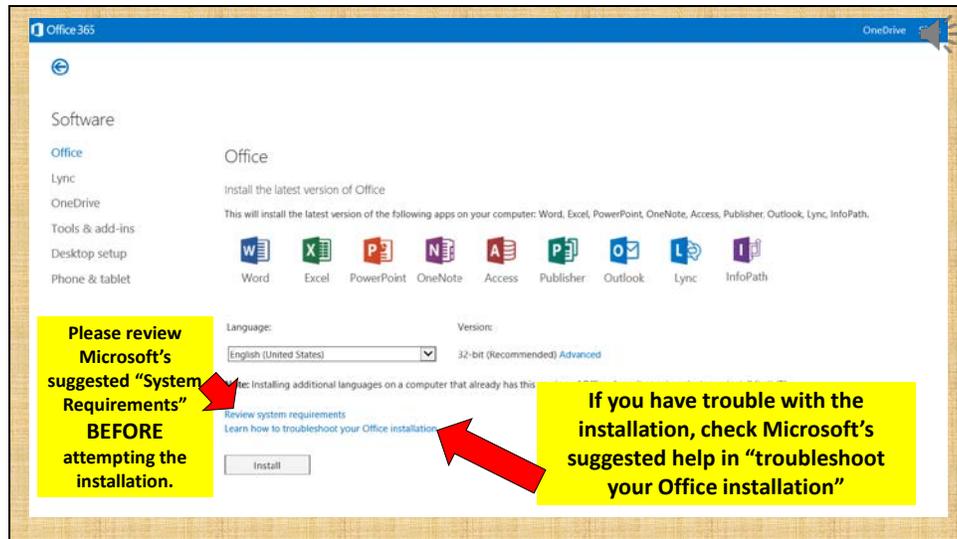
You will log in to this site using your Mobile County Username and password. This is your mobile county email address and password. This is the same information you use when you log in to a computer at school. Make sure that you type in your entire email address *including* the @mcpssstu.org if you're a student or the @mcpss.com for adults. Use the password that you use when logging in to computers at school. Students, if you're unsure of your email address and password, please ask your teacher or school's technology person. Choose the "Sign-in" tab and you will be logged in to your Office 365 account.

Slide 3



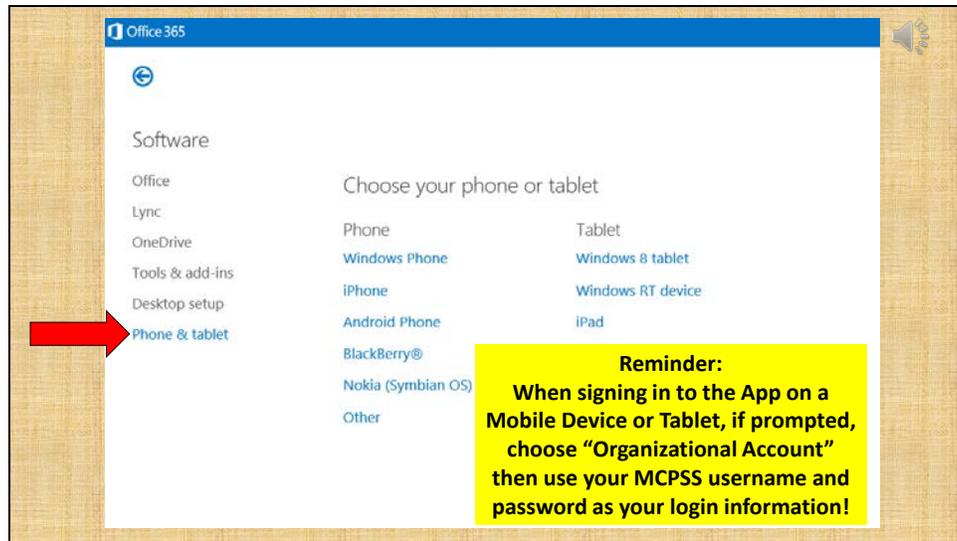
In the upper right corner of the screen, beside your name, choose the Gear. In the dropdown menu, choose "office 365 settings." Now on the 365 settings page, choose the install and manage Software tab.

Slide 4



The software page opens to the "office" applications that are available for download to your personal computer. Please remember that you can authorize this installation on up to 5 different personal computers. Before choosing install, please choose the link to "review system requirements" from Microsoft, to ensure that your computer meets Microsoft's minimum computer requirements to run this suite of tools. If you have trouble with the installation, choose the "Learn how to troubleshoot your Office installation" link and review the Microsoft help section. Choose the Install button to begin the installation.

Slide 5



If you are on a mobile device such as a tablet or web-enabled phone, choose the "phone and tablet" tab. Choose your type of phone or tablet device, and you will see the apps that are available for download. When you choose to install an app, you will be redirected to your device's app store to continue the download. Once the app has been installed on your device, make sure to log in to the app using your mobile county email address and password just as you did to access this Office 365 account. These apps will now be connected to your OneDrive for Business storage account for Mobile County Public Schools.

I hope that this video has been helpful, thank you for watching!