

Office 365 / 2013 & Activation Instructions

Many of the computers in the schools will be converting to Office 2013, which will require students to “**Activate**” their licenses to use this new version in our school system. **Activation will only be required once!**

- All students must go to <http://www.hcbe.net/365> and follow the steps on the site to become licensed.



- This is a **One Time Activation**. (This will not use any of their 5 licenses for personal use)
- Follow the steps for activating will require students to type in their school email and their password. Remind them of the format – see below:

Student Email – j.smith12345@student.hcbe.net

Password – lunch # with zeros

See the Excel file that Mrs. Smith sent to you on Tuesday, August 04, 2015 for their login information.

The current install and licensing agreement requires any user that opens Office 2013 for the first time on any desktop to **verify (or authenticate)** they are licensed to use it. This means the student will have to Sign In using their student email address and password.



Authenticating will be required each time they use a different computer in the school.

This will not apply to the mobile labs carts.