

# 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](mailto:j.smith12345@student.hcbe.net)

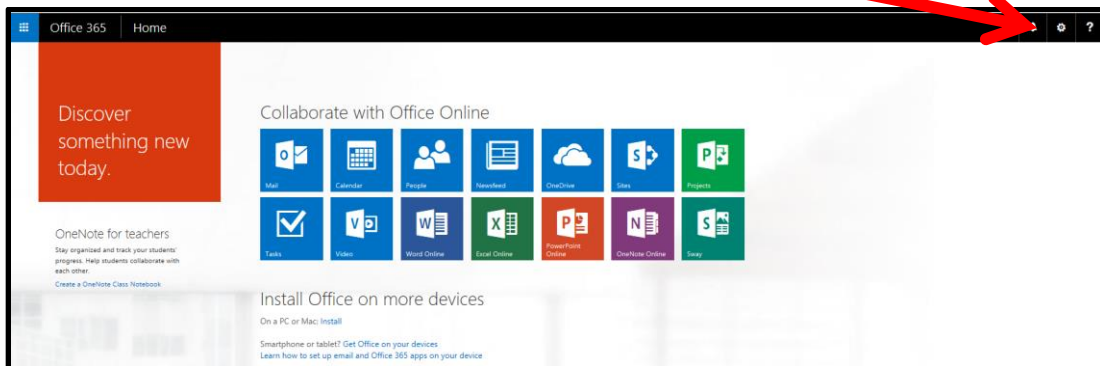
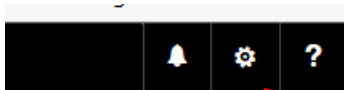
Password – lunch # with zeros

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.

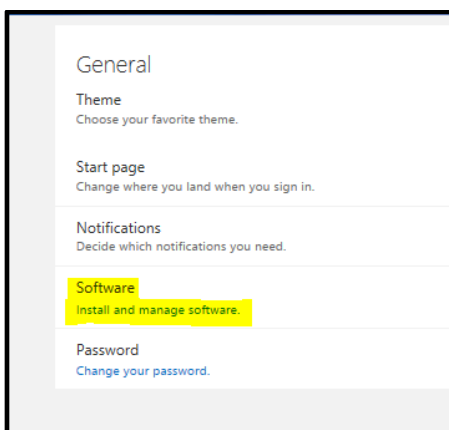
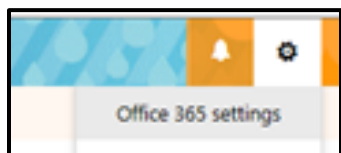


**Authenticating will be required each time they use a different computer in the school. This will not apply to the mobile labs carts.**

**To Install MicroSoft Office Products at home – Go to [wrhs.hcbe.net](http://wrhs.hcbe.net) and click Students and Parents Tab, click Students Links. Scroll to the bottom of the page and click Microsoft Office Home Install Link. When you get to your Office 365 tiles (see pictures below) look for the cog in the top right hand corner.**



**Click on Office 365 Settings and click Software (Install and Manage Software)**



**From this page you can see manage your install software or Install for the first time. If you get an error message, click Advanced and change from 32-bit to 64-bit**

