

## How to get your free copy of Microsoft Office

- 1) Go to <https://outlook.office365.com/>
- 2) Log-in using your school's email. Your email will **probably** be your first name, middle initials, a period, and your last name followed by @students.mcmminnschools.com. For example [GeorgeW.Bush@students.mcmminnschools.com](mailto:GeorgeW.Bush@students.mcmminnschools.com)
- 3) Your password will typically be your first and last initials followed by your seven-digit lunch code. For example, GB1202001
- 4) If you are unable to log-in, contact Mr. Womac at [twomac@mcmminnschool.com](mailto:twomac@mcmminnschool.com) for help.
- 5) Once you are logged-in, you may have to answer a few questions to set up the email.
- 6) You may be on a screen that displays the download button for Office. If you are on the email screen, look in the upper left-hand corner. You will see Office 365. Click on it.
- 7) In the upper right-hand corner, you will see Install Office. Click on it and follow the instructions.