

Office 365 for Faculty, Staff, and Students

All JCSB faculty, staff and Students can download and install the latest version of Microsoft Office on up to five personally-owned devices. (your own personal devices including ipad and android systems)

The Office ProPlus license remains active until you leave the JCSB. At that point, you'll be prompted to pay a license fee to Microsoft or stop using Microsoft Office.

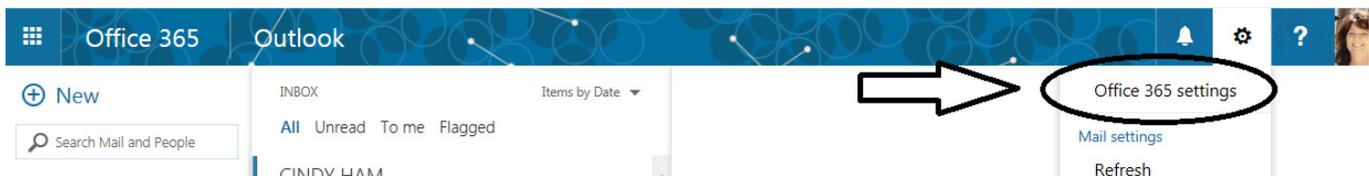
Install Instructions

If you have a previous version of office installed, you should uninstall it before following the instructions below.

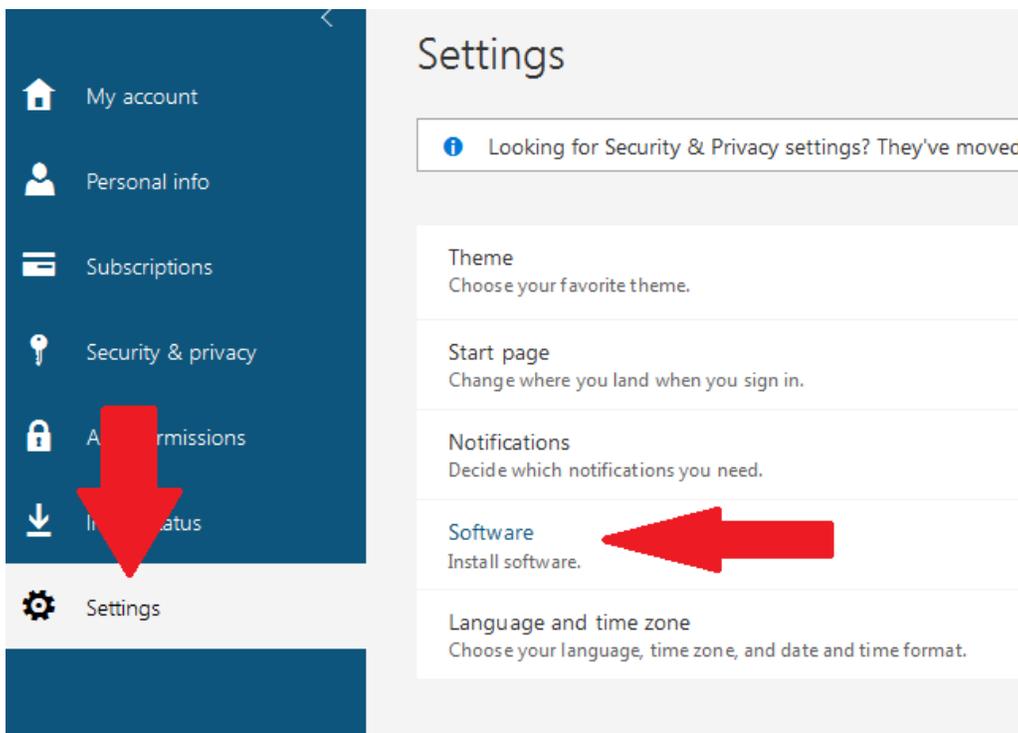
Log onto your online E-mail Account

[Http://www.outlook.com/jcsb.org](http://www.outlook.com/jcsb.org) Or choose employee e-mail from the school board home page.

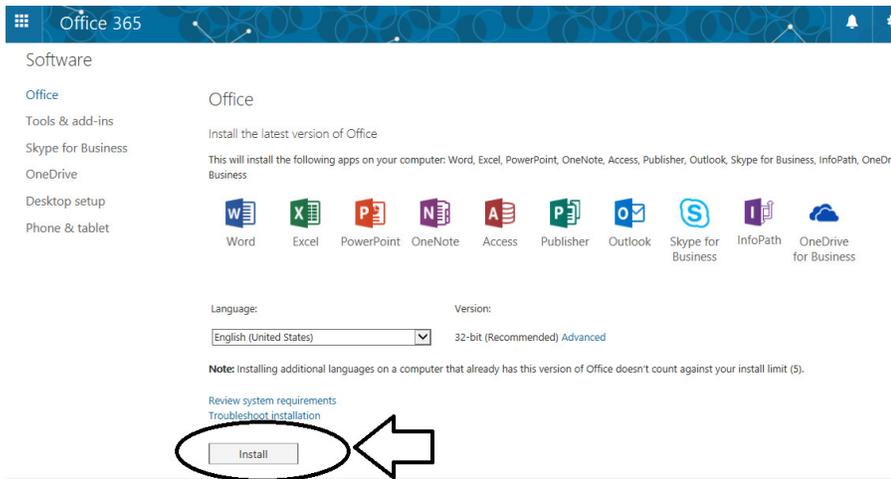
Click on the little gear in the top right part of your e-mail and choose Office 365 Settings



Then click Settings on the left and choose Install Software



Click on Install



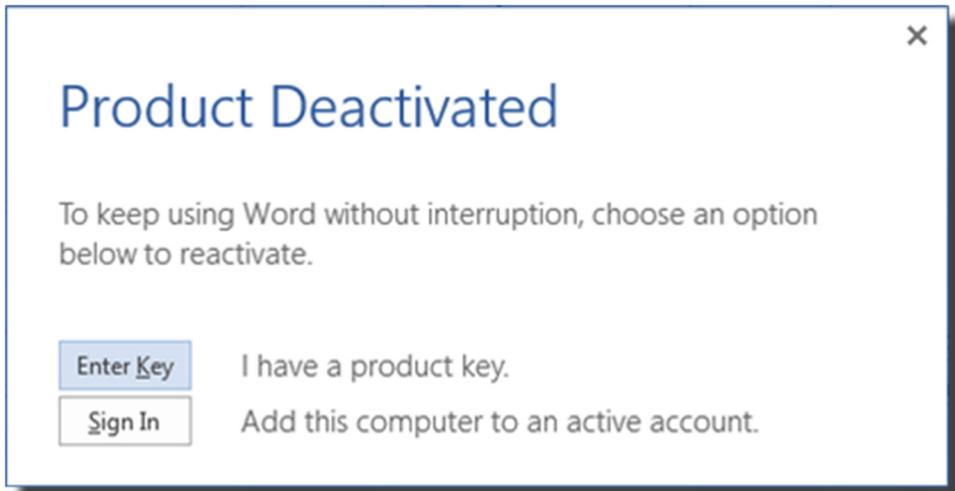
The software will be installed on your computer. Your copy of Office will remain active as long as you maintain your status as a JCSB Employee. Once your leave employment with JCSB you will have the opportunity to keep using the software by paying for a license directly from Microsoft.

Keep Your License Active

Each day, or each time the user logs on to their computer, the computer connects to the Activation and Validation Service to verify the license status and extend the product key. As long as the computer can connect to the Internet at least once every 30 days, Office remains fully functional. If the computer goes offline for more than 30 days, Office enters reduced functionality mode (see below) until the next time a connection can be made.

What is Reduced Functionality Mode?

In reduced functionality mode, Office 365 ProPlus remains installed on the computer, but **users can only view and print** their documents. All features for editing or creating new documents are disabled, and the user sees a message like the following:



To reactivate your license, click Sign In, then sign in using your **NetID@jcsb.org** address and its password.

To get back to your e-mail, click on the tiles in the upper left corner of your office 365 account.



Click on the Mail Tile to get back to your e-mail. Or one of the other tiles to enter other office 365 programs.



Office 365

Outlook

 Mail	 Calendar	 People	 Newsfeed	 OneDrive	 Sites	 Tasks
 Word Online	 Excel Online	 PowerPoint Online	 OneNote Online	 Admin	 Delve	 Yammer
 Video	 Class Notebook					