



All staff and students grades 9-12 (with Owosso email accounts) can now have Office for free! (Up to five installs at a time) for your personal use.


It can be installed on Windows, Mac, iPad, iPhone, Windows phone and Android devices.

Also all staff and students have an unlimited (OneDrive for Business) storage included.

The only thing that is required is your email account and password to activate.

Follow the steps below to install it anywhere you need Office.

Windows® Office 365 ProPlus Installation Guide

1. Before you start, uninstall previous versions of Microsoft® Office.
2. Go to <http://outlook.com/owosso.k12.mi.us>
3. Log on to your email account with your email address and password.
4. In Outlook® Web Access (OWA), choose **Settings** () from the top-right menu.
5. Choose **Office 365 Settings**.
6. Choose **Software**.
7. The page will default to the **Office** options. Click **Install**.
8. Run the downloaded file.
9. The streaming installation will begin.
10. A video will display to explain the new features of Microsoft® Office 365 ProPlus. While the video plays, the installation will continue in the background. Do not go offline or restart your computer until the installation is complete.

To get to office 365 Online without an install, log into your email click on **Office 365** text on the top left corner and click on the program you wish to use.

For Android, iPhone, and Ipads you can go to the app store and install Office, then when it asks to activate just select that you're using a Microsoft business account and use your email address to log in and activate the software.