

## Office 365 goes where you go.

As an employee of Cypress-Fairbanks ISD, you can now download Office 365 for home use and access it on-the-go on your mobile devices for \*FREE. It can be installed on up to 5 personal devices, such as a PC, MAC, tablet, or smartphone. You cannot perform the Office 365 installation on any CFISD computer or device. It is intended for home use only.

\*Installation remains active as long as you are an employee of Cypress-Fairbanks ISD.



subscription covers multiple devices and platforms

To install:

1. Open a web browser.
2. Navigate to <https://www.office.com/teachers>.
3. Scroll down and click “Find out if you’re eligible” button.



### Get Office 365 for you and your classroom

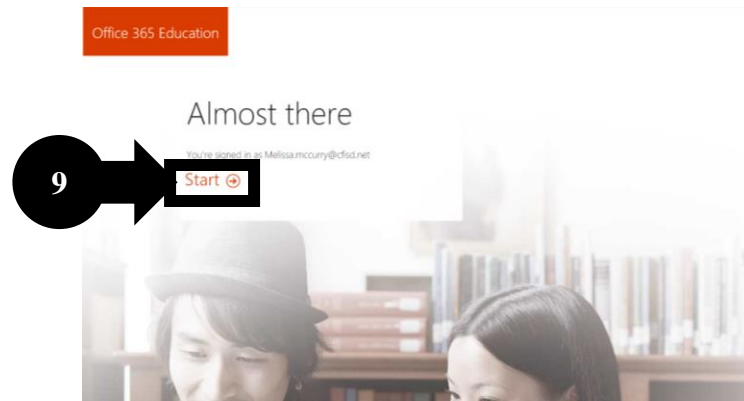
If your school provides Office at work, you and your students could be eligible to get Office 365 Education for free! Install the latest version of Office on up to 5 PCs or Macs and on other mobile devices, including Android, iPad®, and Windows tablets. Includes 1 TB of storage from OneDrive so you and your students can easily work together and stay connected.



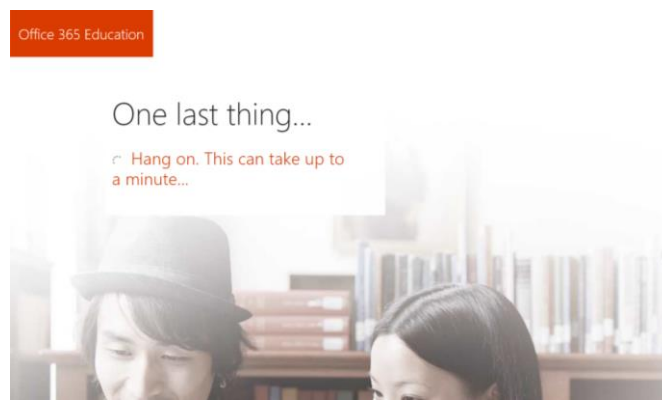
If you're eligible, so are your students. Have them sign up at [www.office.com/getOffice365](https://www.office.com/getOffice365).

4. Enter your CFISD email address and click **Sign Up**
5. You will get a message that states, “You already have an account”. Click **Continue**.
6. Login with your CFISD email address and password.
7. You will get a message that states, “No need to sign up – You already have a license for Office 365 Education.” Click **OK, got it**.
8. Enter your CFISD Password and click **Sign in**.

9. Click **Start**.



10. Be patience while Microsoft to setting up your Office 365 Account for Home Use.



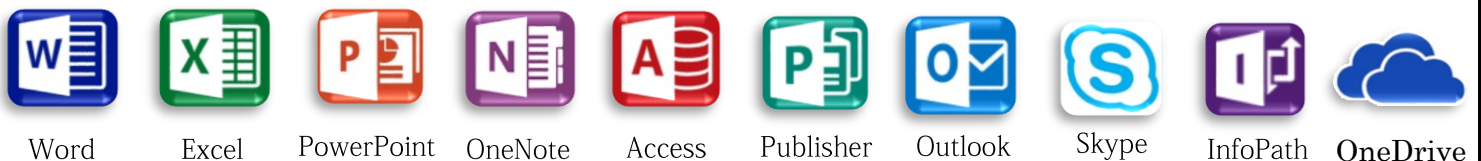
11. When setup is complete, you'll be redirected to the install page. Click the **Install now** Button.

12. The Office installation packet will download from the browser. When complete, if you are using:

- Internet Explorer, click **Run**
- Google Chrome, click the download packet located in the bottom left corner of the browser window.

13. Be patience while Microsoft to setting up your Office 365 Account for Home Use.

Here's what you will get with your Windows PC installation.



Here's what you will get with your **MAC** installation.



If you encounter issues during the installation process, please contact the CFISD CCC at (281) 897-4357.