How to Download and Install Microsoft Office 365 on a Windows PC

Palm Beach County District School students can now download and install the latest version of Microsoft Office for free.

** NOTE: You will need to know your User ID and your District email address.

- **Your User ID is "S" followed by your Student ID (e.g. S12345678)**
- **Your District email address is your User ID followed by @stu.palmbeachschools.org (e.g. S12345678@stu.palmbeachschools.org)**

Microsoft Office 365 Online Portal

Students & Parents

1. From the district home page, click on the **Students & Parents** button.

2. Scroll all the way down the page to **Resources** and click on the "**Microsoft Office Suite – Free for students**" link.

3. On the left-hand side under Quick Links, click on "**Login to Download**" link.

4. Enter your E-mail.

5. You will be redirected to the district login page where you will have to type in your student username and password.

6. Click the "Install Office" drop down button.   Install Office ∨

7. Select the "Office 365 Apps" download and click the "Run" or "Setup" button at the bottom.
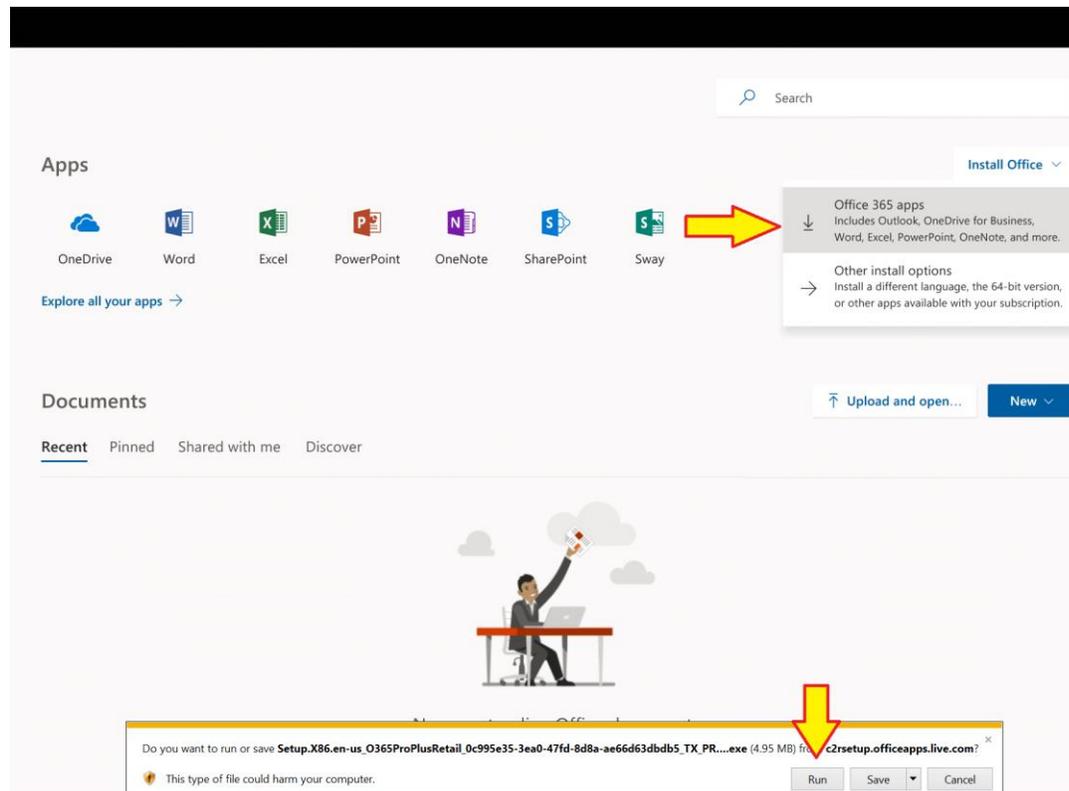
8. If you would like more options, Click the "Other install options" and you will see this page.
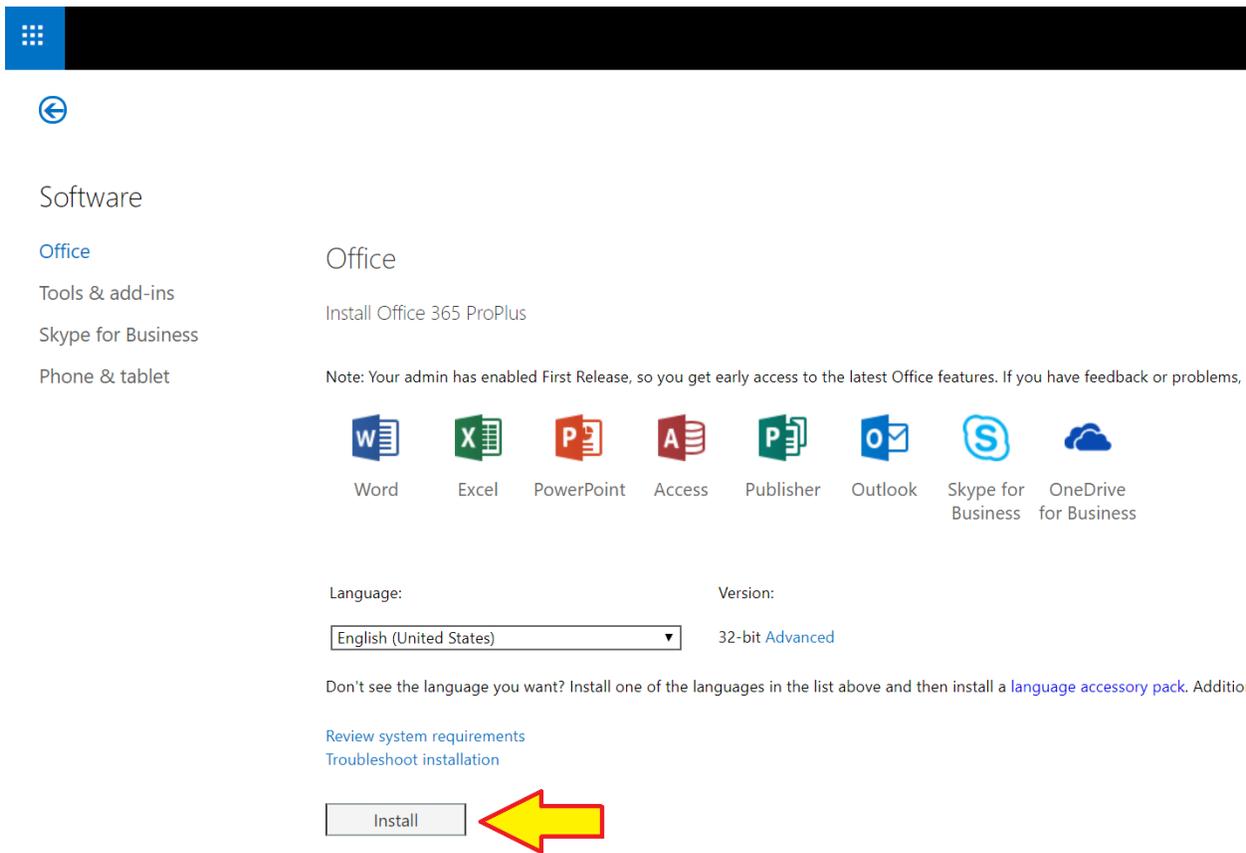
9. You can change the language and choose the 64-bit version of Office. Click the Install button

10. If the install does not begin automatically, click **SETUP** (on taskbar) to begin the installation.
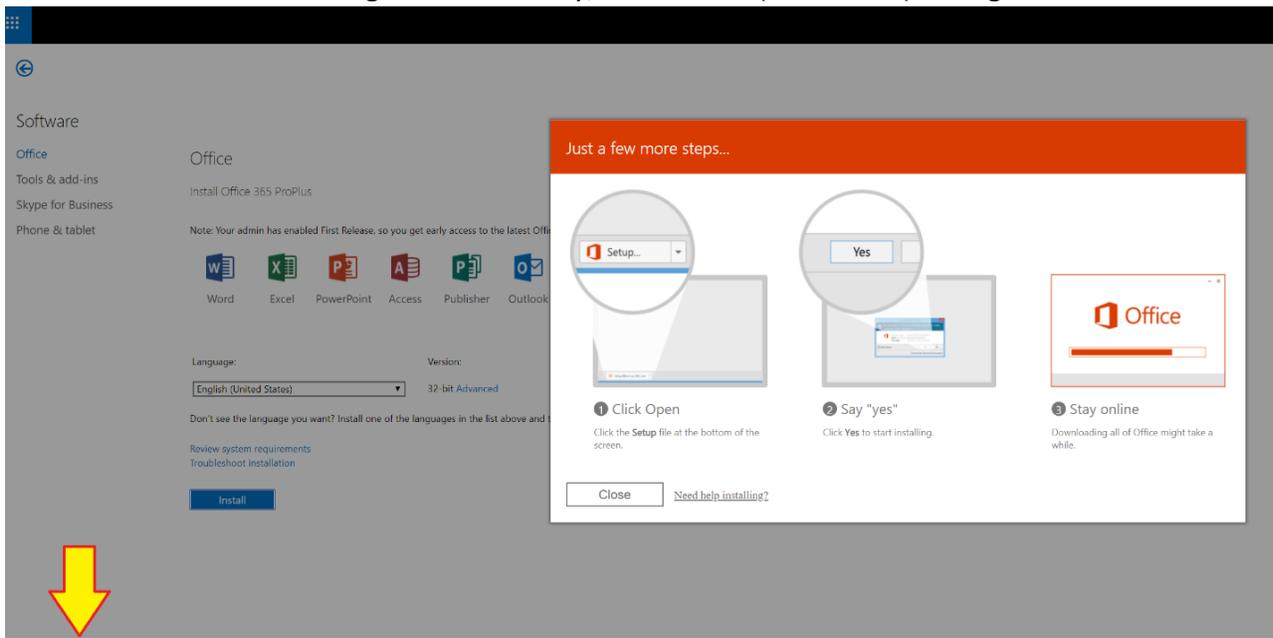
11. You will see a **Getting things ready** screen.
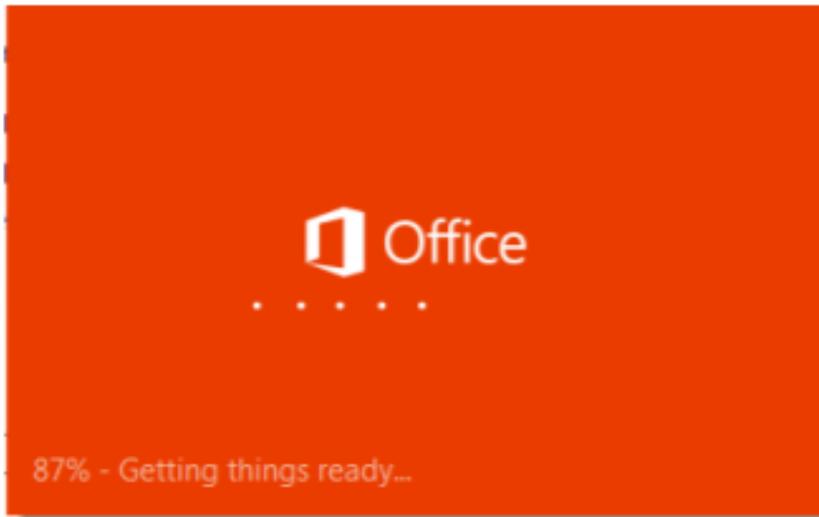
12. You will see this progress window.
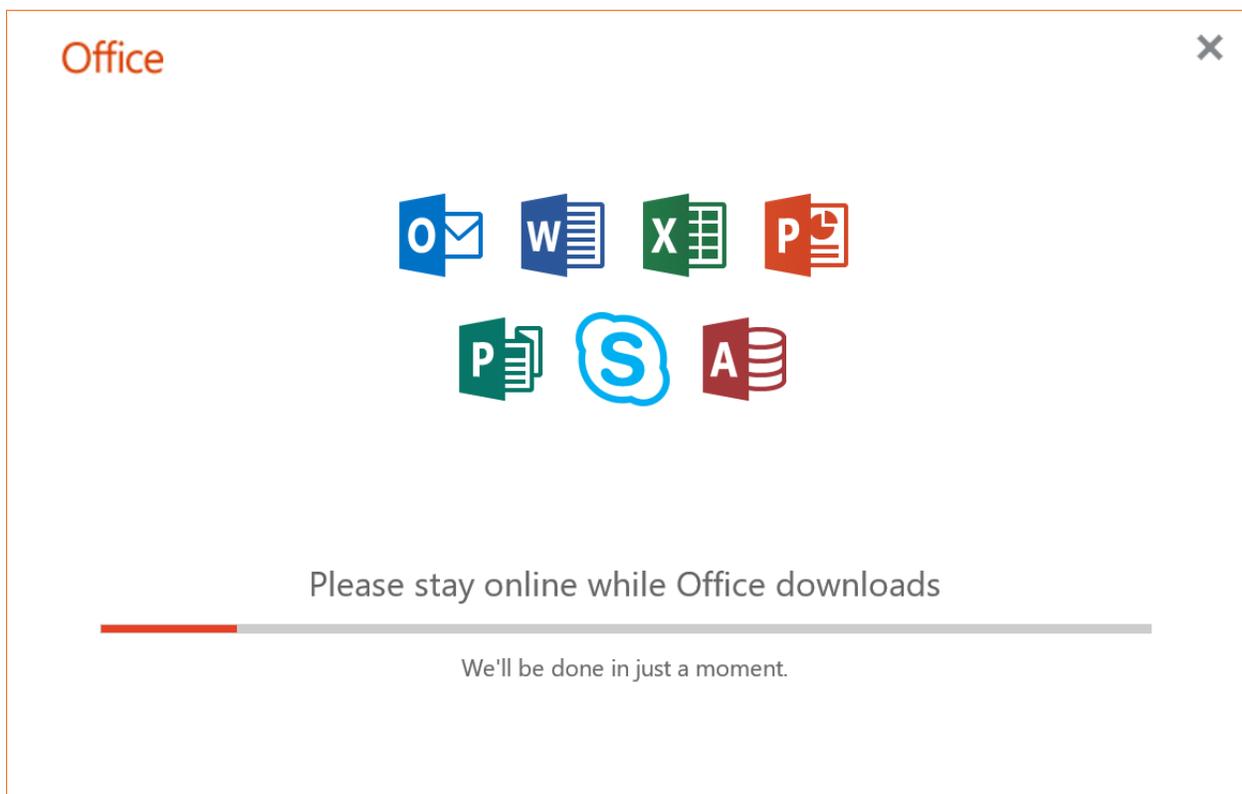
13. You will see this windows when it is done.

Office

You're all set! Office is installed now

Click Start to view your apps.

Close

14. Close it. You are all done!