

How to get Office 365 through your Student Email

Locating and installing **Microsoft Office 365 ProPlus** is a quick and simple process. To begin the installation, log into your office 365 account, either by clicking the Student **Email** link in the Student section of the district webpage or by logging in directly at portal.microsoftonline.com.



The screenshot shows the Denton Independent School District website. The header includes the district name, the date 'Today is Friday, May 9', and navigation tabs for 'Parents', 'Students', and 'Staff'. A main navigation bar contains links for 'Home', 'About Us', 'Employment', 'Board of Trustees', 'Departments & Programs', and 'Community Involvement'. The 'For Students' section is active, displaying a list of resources on the left and a main content area. The 'Student Email' link in the left sidebar is highlighted in yellow. The main content area features a photo of students and a message from the staff.

DENTON
INDEPENDENT SCHOOL DISTRICT

Today is Friday, May 9

Parents **Students** Staff

Home About Us Employment Board of Trustees Departments & Programs Community Involvement

For Students

- 2013-14 Student Code of Conduct (PDF)
- 2013-14 Testing Dates
- 2014-15 Course Selection Video
- Software Shortcuts for Students
- Home Access Center
- Classworks
 - Classworks Login
- Edmodo
- ISTation
- Think Through Math
- Free and Reduced Meal Application
- High School Course Catalogs
- Student and Staff Assistance
- Help Lines
- Internet Safety
- Library Database Links
- Project Share
- Student Email**
- Student Accident Insurance

Home > District Level Programs > For Students

Information and Resources for Students

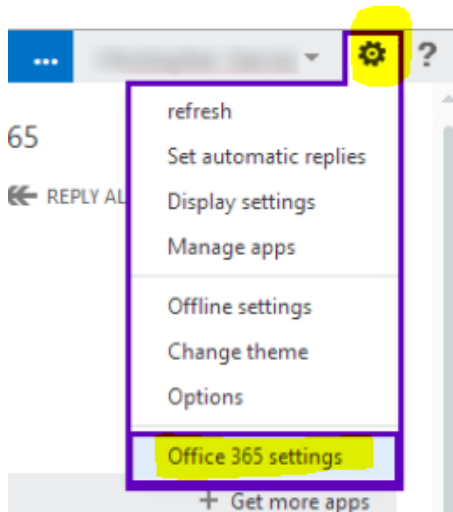


Dear Students:

Please use the links to the left to find important information. Please note that the Classworks link has been moved to the left side.

Thank you,
Denton ISD staff

1. Once inside of your email, click the **sprocket** in the upper right-hand corner and choose **Office 365 settings**.



The screenshot shows an email client interface. A gear icon (sprocket) in the top right corner is highlighted with a yellow circle. A dropdown menu is open, listing various settings options. The 'Office 365 settings' option at the bottom of the menu is highlighted with a yellow box. Other options include 'refresh', 'Set automatic replies', 'Display settings', 'Manage apps', 'Offline settings', 'Change theme', and 'Options'. A '+ Get more apps' button is visible at the bottom of the menu.

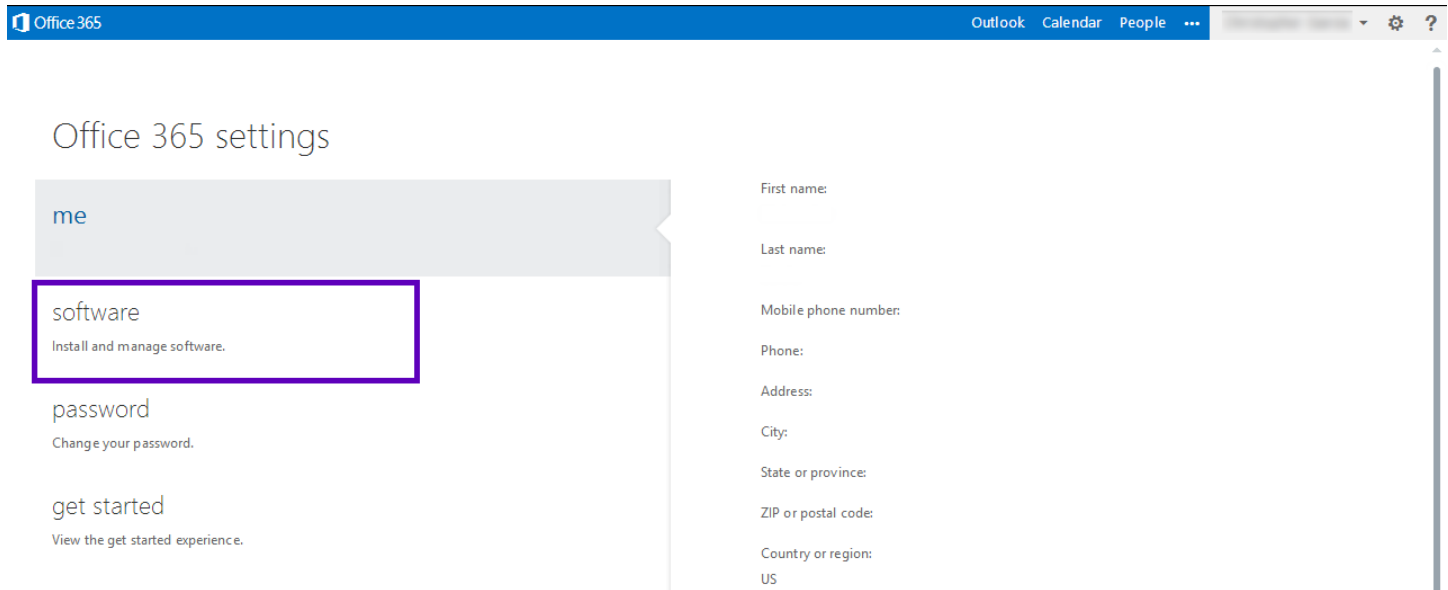
65

← REPLY ALL

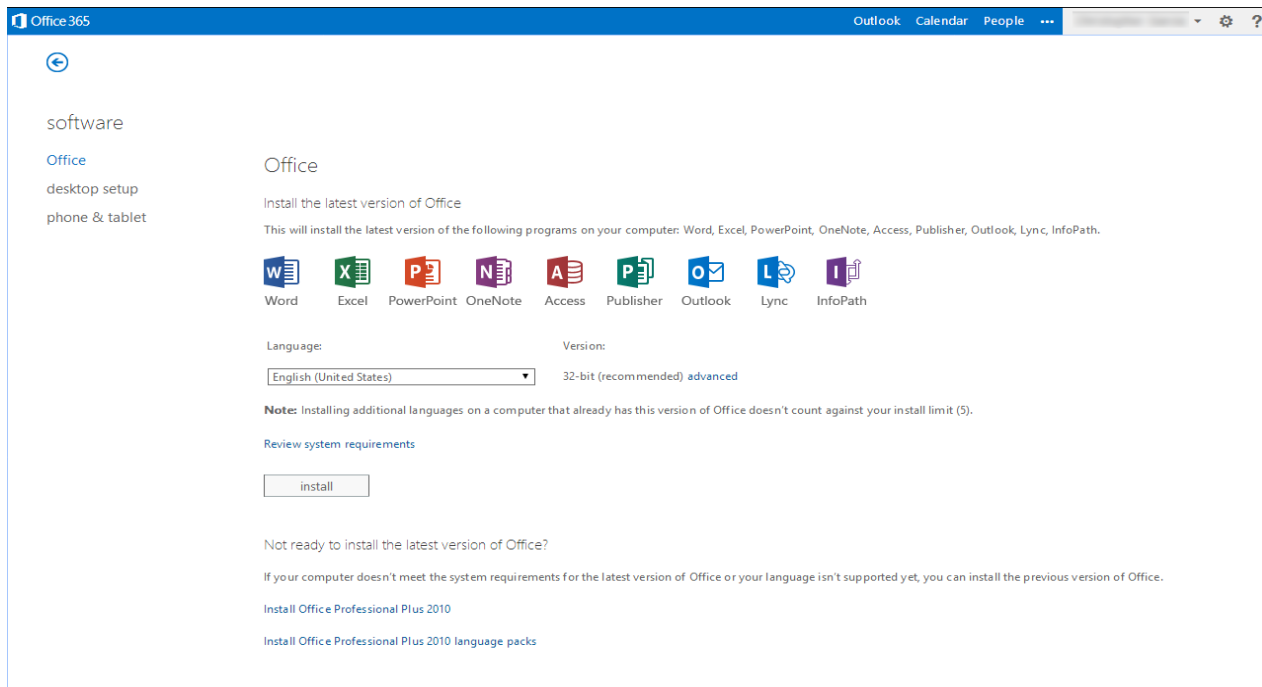
- refresh
- Set automatic replies
- Display settings
- Manage apps
- Offline settings
- Change theme
- Options
- Office 365 settings**

+ Get more apps

2. This will take you to your main **settings** page. Next, click on **software** from the navigation menu on the left-hand side.



3. Clicking the **software** link will take you to the page below, where you can access your Office 365 ProPlus software.



4. Simply select the appropriate language and whether you want the 32-bit or 64-bit (click **advanced** to unlock 64-bit), and click **install**. If you are unsure on whether you need 32-bit or 64-bit, it is recommended to select the default 32-bit installation.

Note: If you're running **Mac OS X**, this screen may look a little different, but will allow you download **Office for Mac 2011**.

5. To download the software, click on **install**.

Office

Install the latest version of Office

This will install the latest version of the following programs on your computer: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Lync, InfoPath.



Word



Excel



PowerPoint



OneNote



Access



Publisher



Outlook



Lync



InfoPath

Language:

English (United States) ▼

Version:

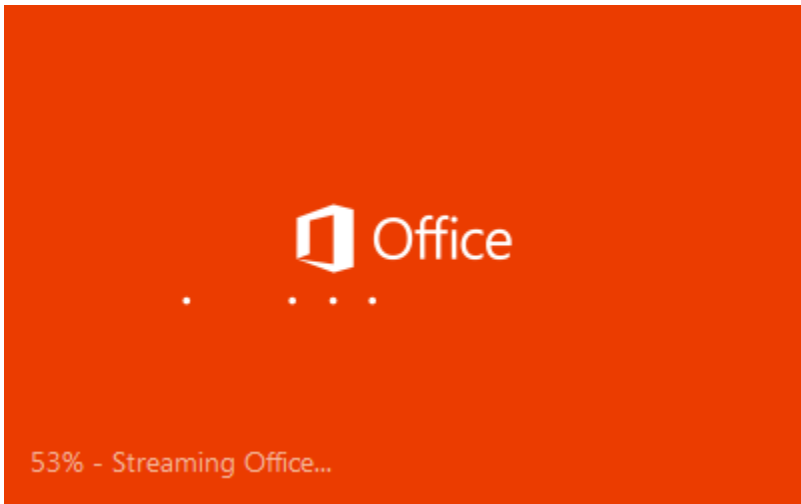
32-bit (recommended) **advanced**

Note: Installing additional languages on a computer that already has this version of Office doesn't count against your install limit (5).

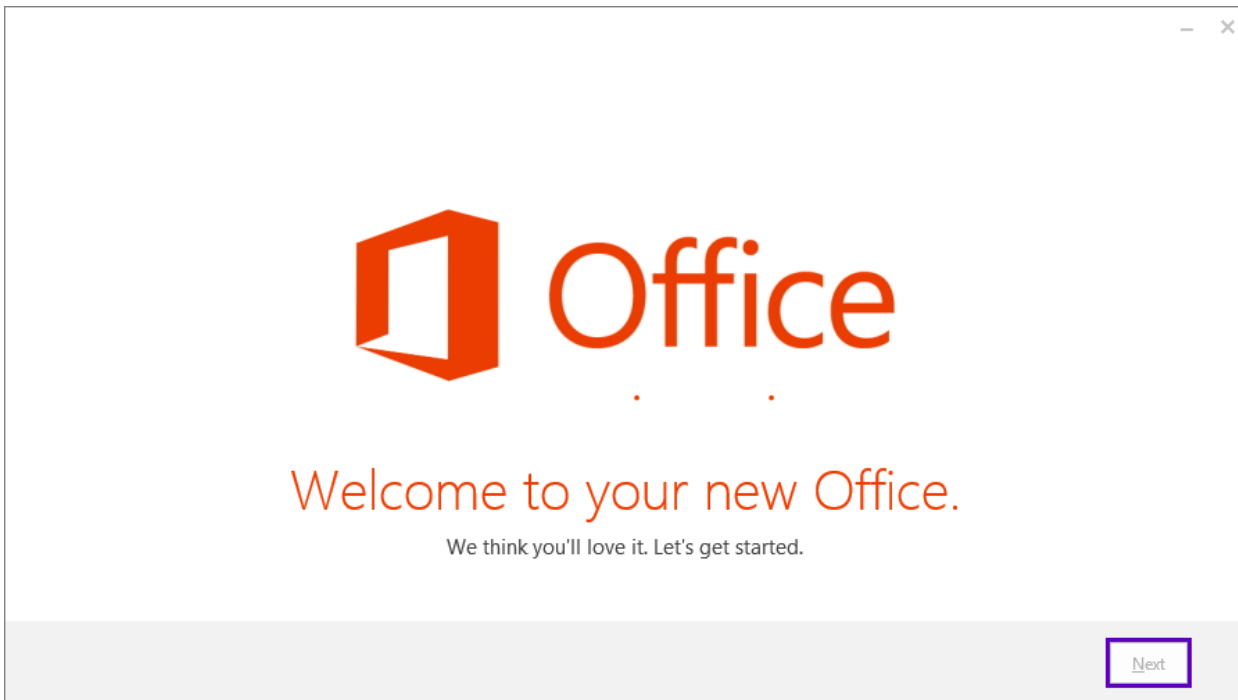
[Review system requirements](#)

install

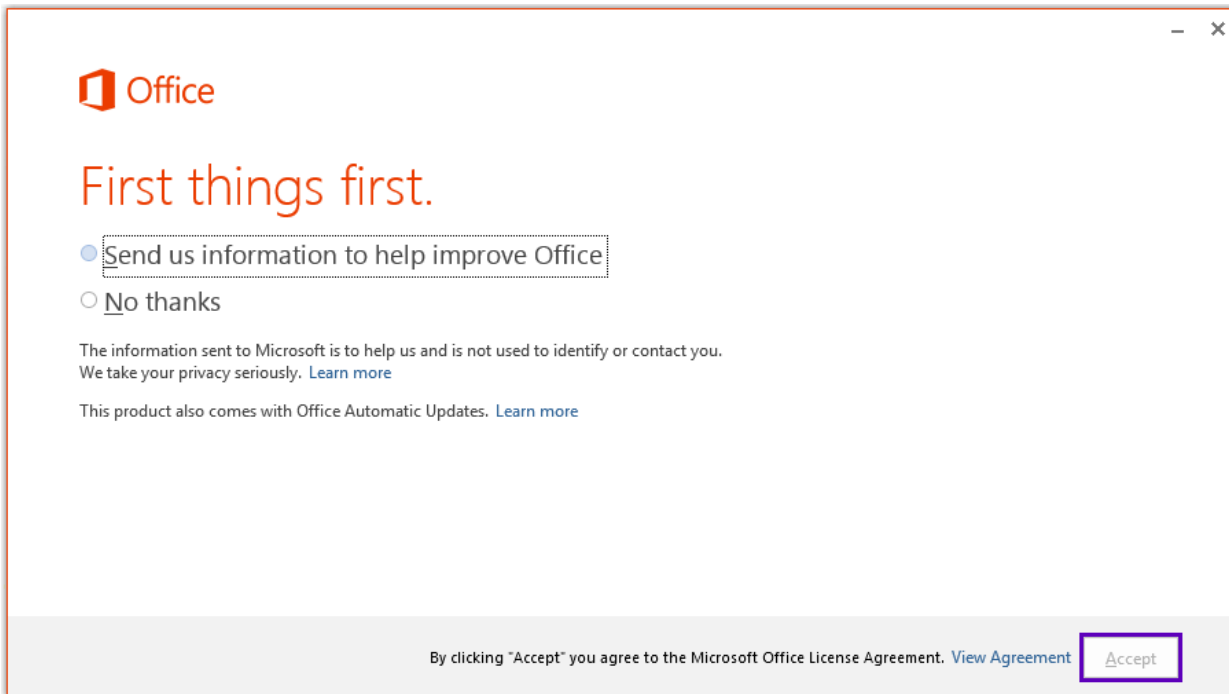
Office 365 will automatically start downloading the necessary files.



6. Once you see the **Welcome** screen, click **Next** to move on.

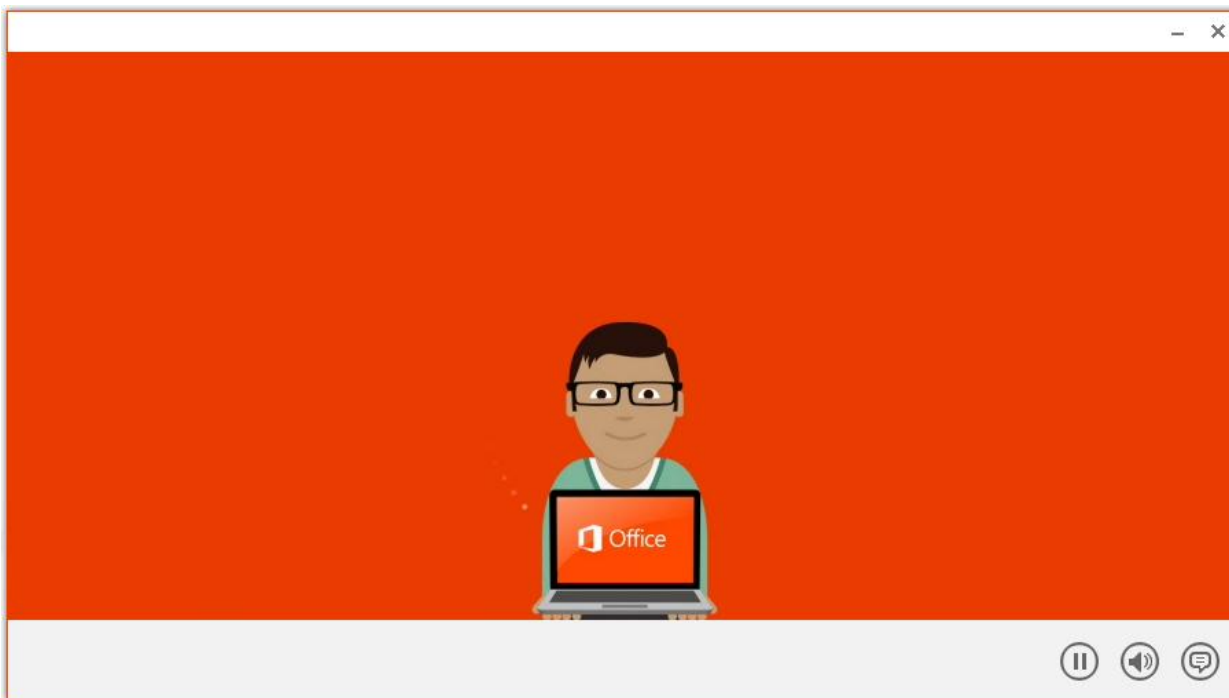


7. If you would like to send information to Microsoft automatically, select **Send us information to help improve Office**. For the purposes of this tutorial, we'll choose **No thanks**.

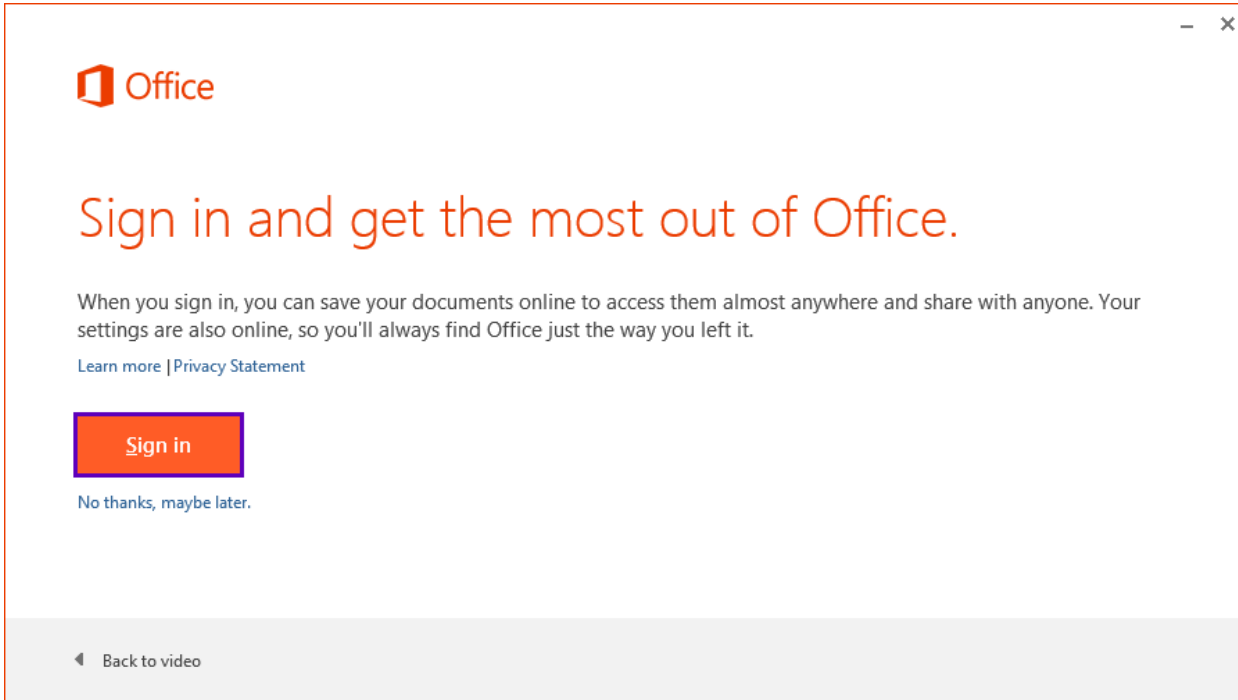


8. After choosing your preference, click **Accept**.

The next screen provides a video introduction to the Office 365 software package.

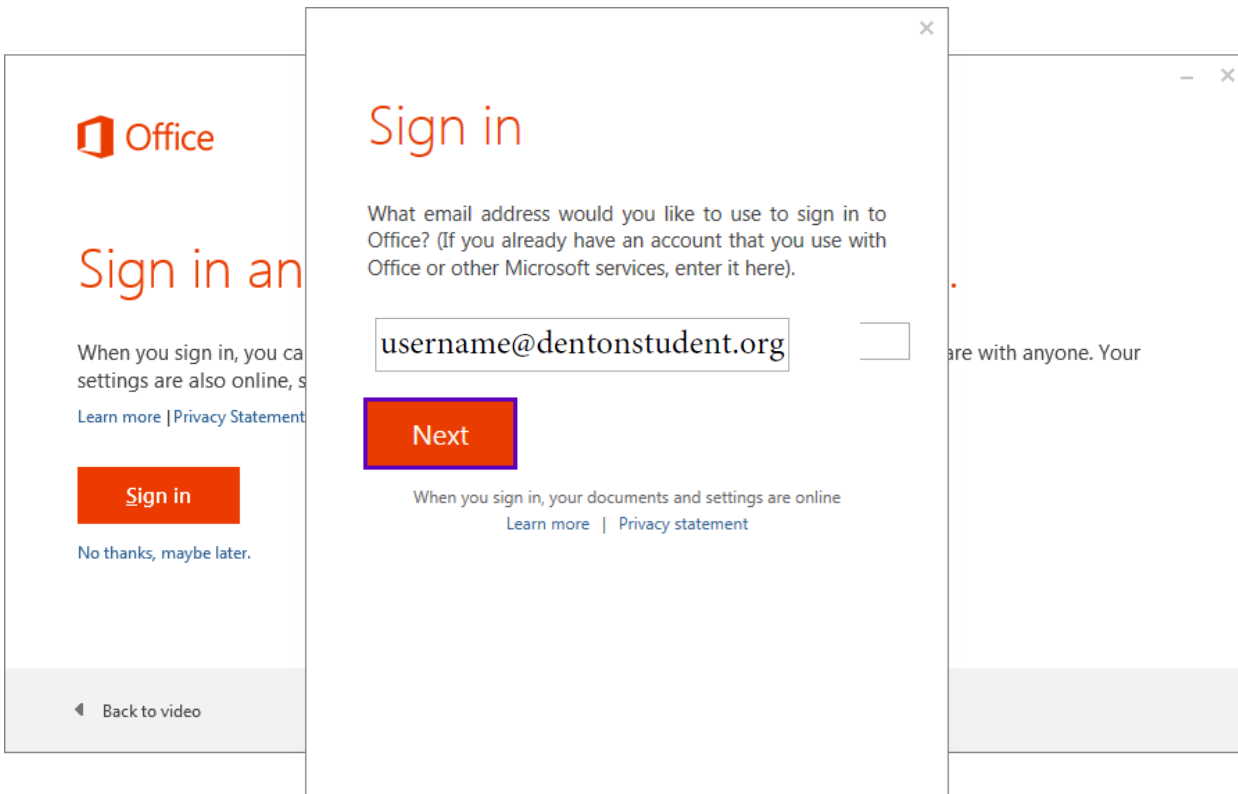


9. Once the video has finished, click **Sign in**. (sign in may not be required if already signed in and you may be directed to step 15 automatically)

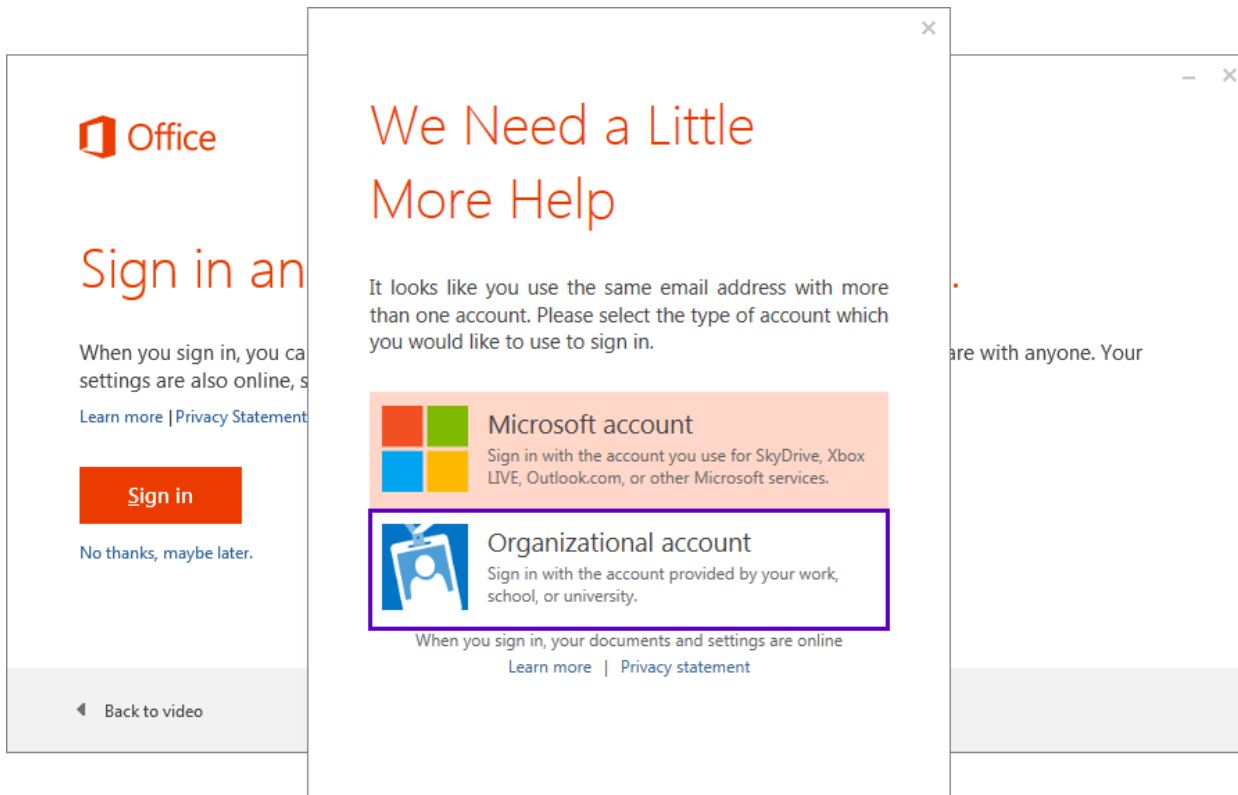


10. Here, enter your student email address, which is your username followed by **@dentonstudent.org**.

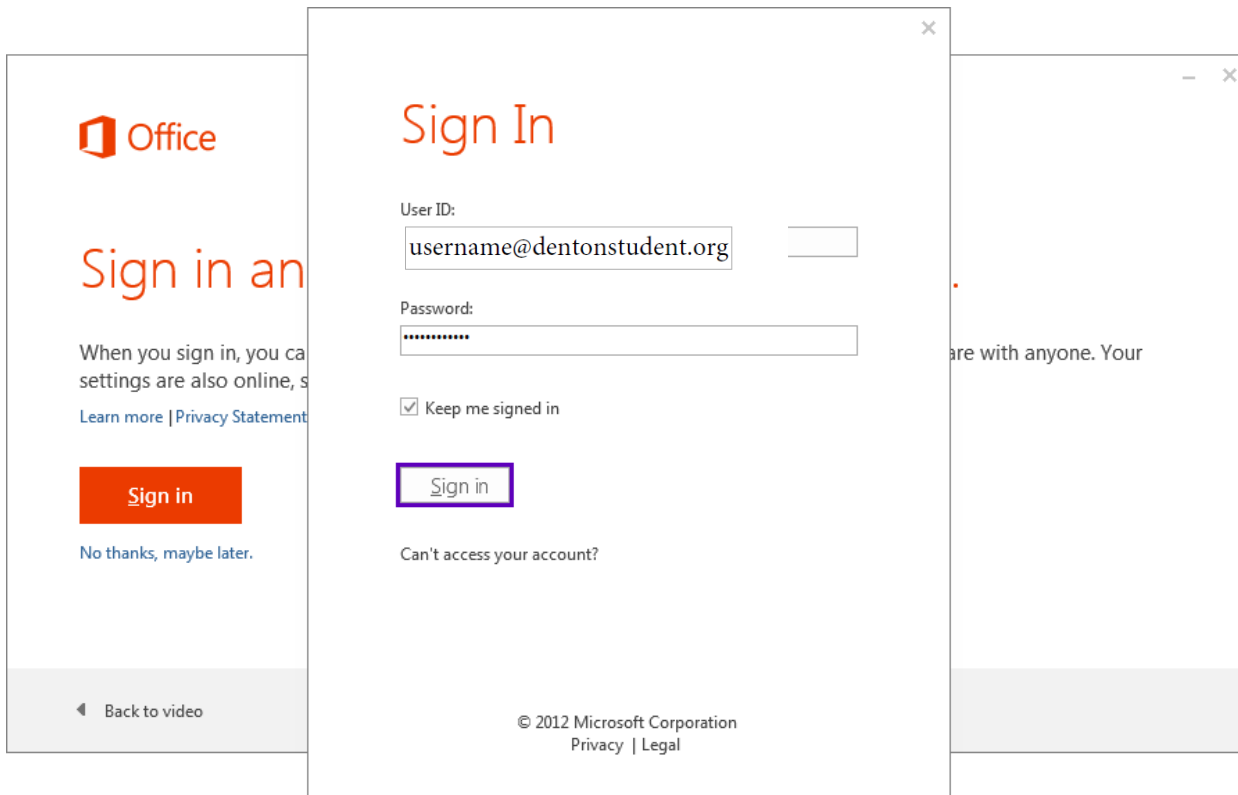
11. Then click **Next**.



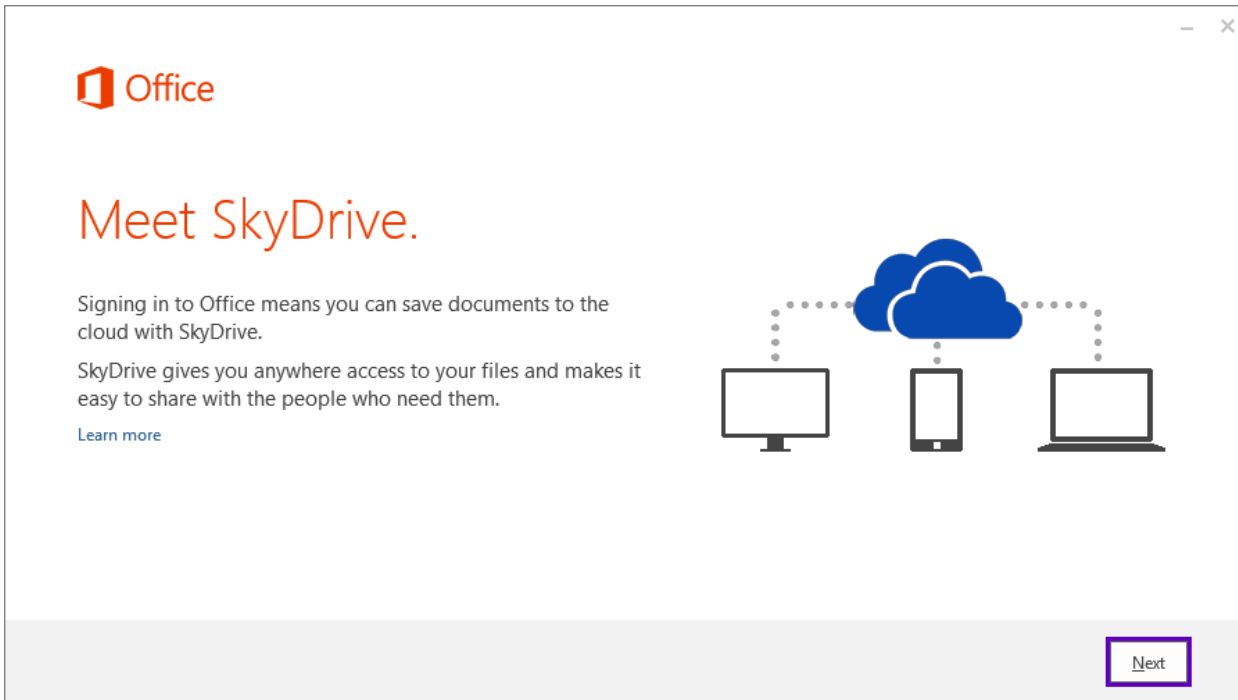
12. In order for Office 365 to verify your free version, choose **Organizational account**.



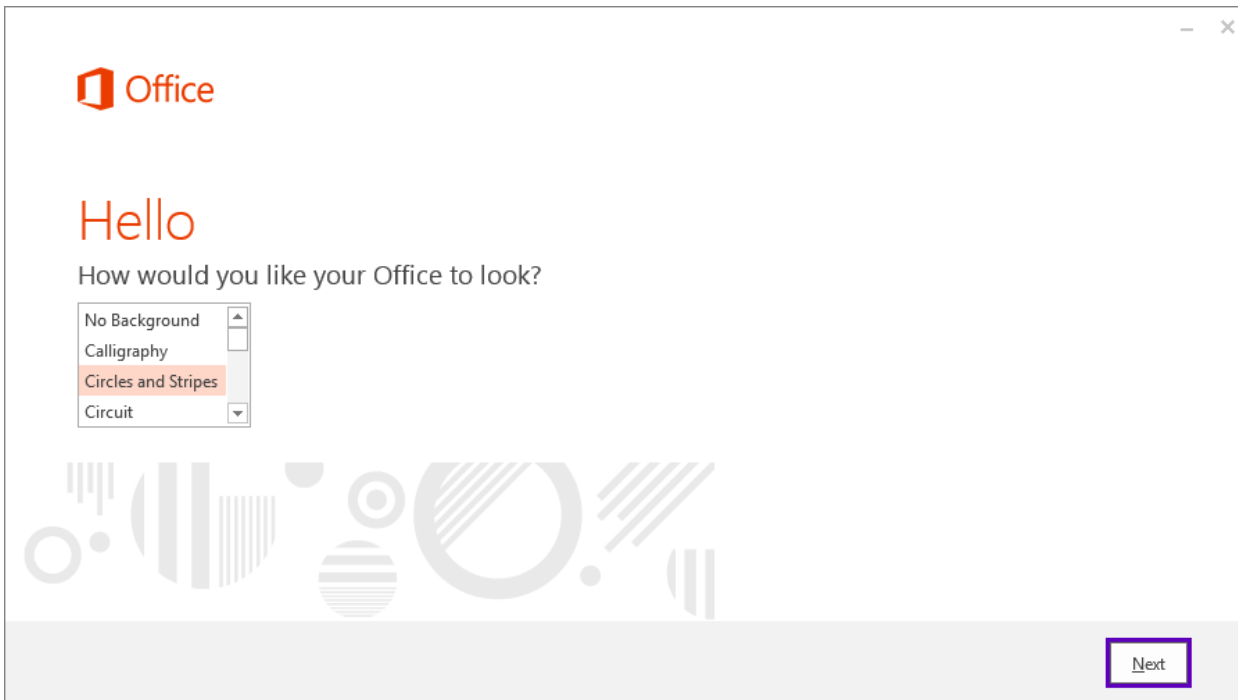
13. Next, enter your email address and password and click **Sign in**.



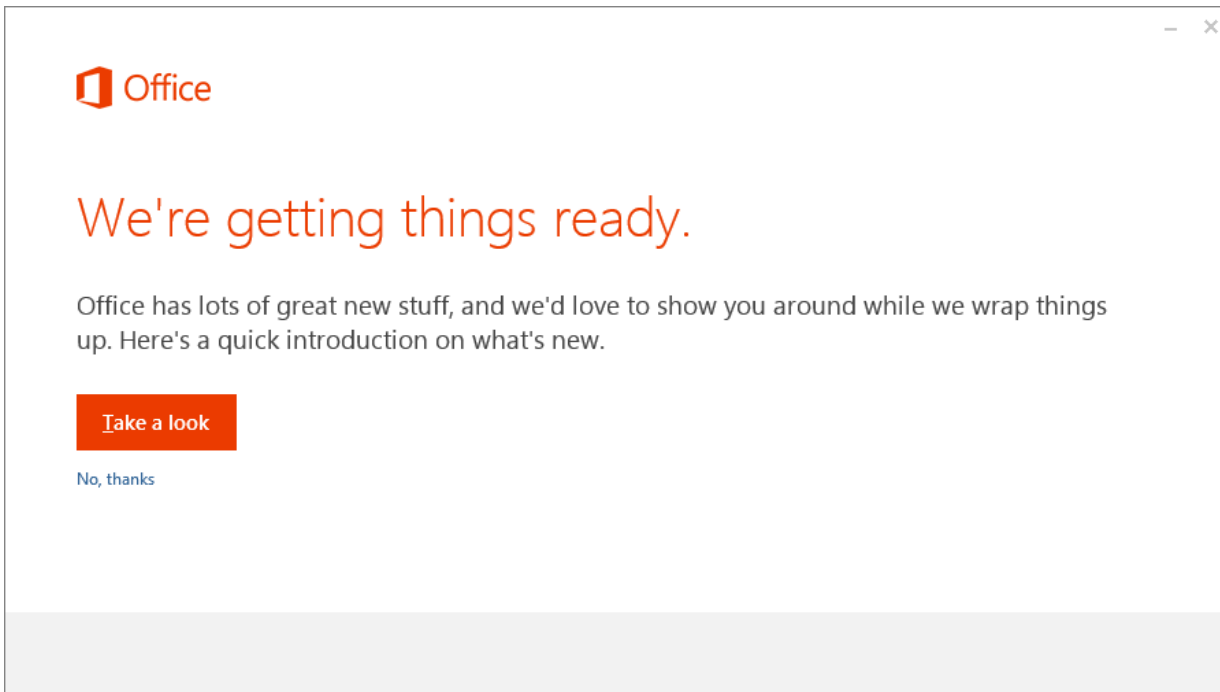
14. Upon successful login, you will see a banner for SkyDrive. Click **Next**.



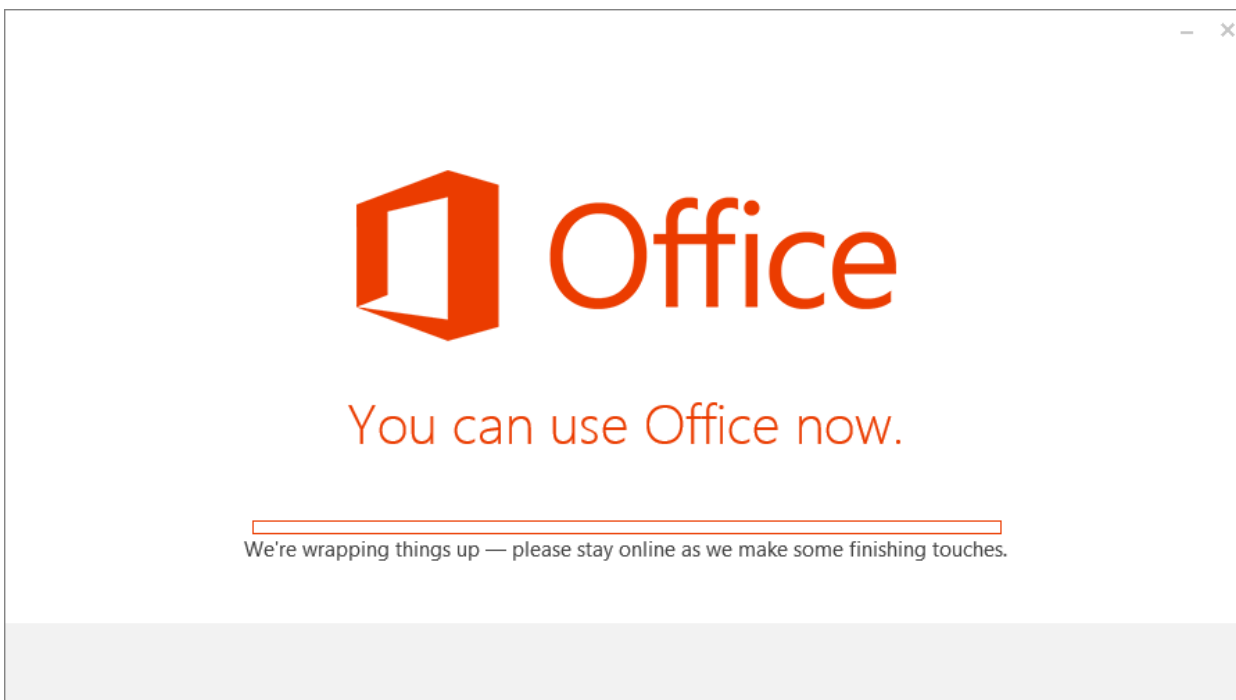
15. Here, you can customize the style of your Office 365 ProPlus.



16. There are a number of new features with Office 365 ProPlus. To take a tour of some of these features, click **Take a look**. We are going to move ahead and select **No, thanks**.



This is the final step in installing Microsoft Office 365 ProPlus.



In order for the software to fully install, please remain connected to the internet. Once the installation is finished, you do not have to be online for your programs to work. This step can take anywhere from **15 minutes to over 30 minutes** depending on your computer hardware and internet speed. Don't be alarmed if it takes a little while; remember, you're installing 9 programs. After the installation has completed, you can begin using the programs!



17. To complete the installation, click **All done**.

Frequently Asked Questions

1. What Office products am I able to download?

Microsoft Office 365 ProPlus offers Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Lync, and InfoPath to PC users. Mac users have access to Word, Excel, PowerPoint, and Outlook.

2. What is my email address?

*Your DISD issued email address is your username followed by **@dentonstudent.org***

3. What are my login credentials for my Outlook email?

Login information is:

*Username: DISD username followed by **@dentonstudent.org** Password: The same password used to log on to a district computer.*

4. If I already have Microsoft Office 365 on my computer, do I need to download Office 365 ProPlus?

If you already have Office 365 installed on your computer, you can choose to cancel your subscription and install Microsoft Office 365 ProPlus.

Please note: *You will need to uninstall the previous version of Microsoft Office 365 from your computer before installing Office 365 ProPlus.*

5. How many computers can I download Office 365 on?

You are able to install Office 365 ProPlus on up to 5 computers.

6. Is this a Student version of Office? Are there restrictions?

Microsoft Office 365 ProPlus is a fully functional software package.

7. If I have an older version of Microsoft Office on my computer, can I still download and install Office 365 ProPlus?

Yes! You can have multiple versions of Microsoft Office installed on your computer. We suggest not uninstalling your previous version of Office unless you have your product key available to reinstall it at a later date.

8. How long can I use Microsoft Office 365 ProPlus?

*Microsoft Office 365 ProPlus is available for all **active** DISD students.*

9. What happens to my Office 365 when I am no longer a student or have graduated?

*Microsoft Office 365 ProPlus is only available to **active** DISD students. Once no longer a student, the software will no longer function.*

10. If I upgrade to Office 365, what happens when I am not a student, will I be able to downgrade back to my old version?

Yes, you can choose to subscribe to Office 365 or choose to reinstall older version of Office.

Please note: *You will need the product key in order to install your older version of Office.*

11. Do I need to uninstall my old Microsoft Office before downloading?

You can have multiple versions of Microsoft Office installed on your computer. We suggest not uninstalling your previous version of Office unless you have your product key available to reinstall it at a later date.

12. Can I download Office Mobile for Office 365 on my Apple iPhone or Android phone?

*Yes, Office Mobile for Office 365 is included in the **phone & tablet** section of your DISD student email.*

Please note: *Although Office Mobile for Office 365 is available for iPad, the app is optimized for the iPhone 5 and may not function as desired.*

13. What happens to all of my documents once Office 365 ProPlus is no longer active?

*All documents saved to OneDrive via your DISD student email address will be lost once you are no longer an **active** student with DISD. It is recommended that you back up your documents to a personal drive.*

14. I have just enrolled with DISD. When will I be able to download Office 365?

Students can download Microsoft Office 365 ProPlus once they have access to their DISD student email.

15. I have an Apple computer, is there a Mac version I can download?

Microsoft currently offers Office 2011 for Macs. Mac users who do not already have 2011 installed on their computer can download this version from their DISD student email.

16. Am I still able to use Microsoft OneDrive?

Yes, OneDrive is still available to anyone with a Microsoft account.

17. I have a Windows RT tablet, can I still download it?

*Yes, you can download Microsoft Office 365 ProPlus specific to your device by visiting the **phone & tablet** section of your DISD student email.*