

Office 365 (Office Products) Options for BCPS Staff:

OPTION 1: Purchase Microsoft Office 2013 at the discounted price of \$9.95.



Advantages: You own a permanent license to use the product, a license which is NOT tied to your employment within the district.

Disadvantages:

- 1) You can only install it on three (same type) machines.
- 2) Installation is only for PCs **OR** Macs (no apps available for iOs and Droid).
- 3) You will not be eligible for updates.
- 4) You can only purchase ONE \$9.95 license per BCPS/Microsoft contract period.

Retirement NOTE: *If you are planning to retire this year, it is suggested that you purchase Microsoft in Option 1 rather than download below in Option 2 because once your email deactivates, you will lose use of Office or be asked to pay \$10 a month to reactivate.*

Directions for Option 1:

1. Go to <http://hup.microsoft.com/>.
2. Select the country to which you want your order to be shipped to and choose the language for viewing the order Web site.
3. Enter your **corporate BCPS e-mail address** and insert the program code (**email your TIS for the district program code**).
Note: *This program code is assigned to our organization for our sole use in accessing this site. You may **NOT** share this number with anyone outside our organization. ONLY BCPS employees can purchase this software at this price. You must have a valid BCPS email to complete the purchase process.*
4. Place your order online, and download the software, or for an additional \$12.00 you can purchase the DVD media and it will be shipped to the location you have chosen. Please note that a fulfillment fee of \$9.95 will be charged to cover packaging, shipping, and handling costs.
5. If you have problems with the download or your computer crashes in the future, please keep this number and email as a reference for questions - Microsoft support information: 1-877-237-3165 or the Contact information at: <http://www.microsoft.com/licensing/contact-us.aspx>

Option 2: Use Microsoft Office 365 for FREE!

Advantages:

- 1) Office 365 is a “rentable” version of Office that can be installed on up to FIVE PCs or Macs and up to FIVE tablets.
- 2) There are Windows, Mac, Android, and iOS versions of Office 365 (apps for Office).
- 3) Office 365 downloads are always the most current version. So when the next version of Office comes out to replace Office 2013, staff members who go with Office 365 will be able to update to the new version.
- 4) It’s FREE!

Disadvantages: Use of Office 365 is tied to your employment with the district. The software uses the Internet to occasionally “check” to see if you are still employed by the district (i.e. to see if your email account is still active). *Once your district email account is deactivated, Office 365 will change to a “Read Only” version of Office until you either pay the consumer Office 365 fee (Currently \$10 per month or \$99 per year) or re-authenticate it with a new employer (assuming your new employer has a similar agreement).*

Directions for Option 2:

In order to help our BCPS Staff prepare for success this school year, as a part of a new paid licensing agreement with Microsoft, the *Bullitt County School District* and *Microsoft* are providing Office to every BCPS Staff Member FREE of charge. With Office 365, staff will now have access to the latest version of Word, for writing; Excel, for spreadsheets; PowerPoint, for presentations; OneNote, for organization and note taking; and much more.

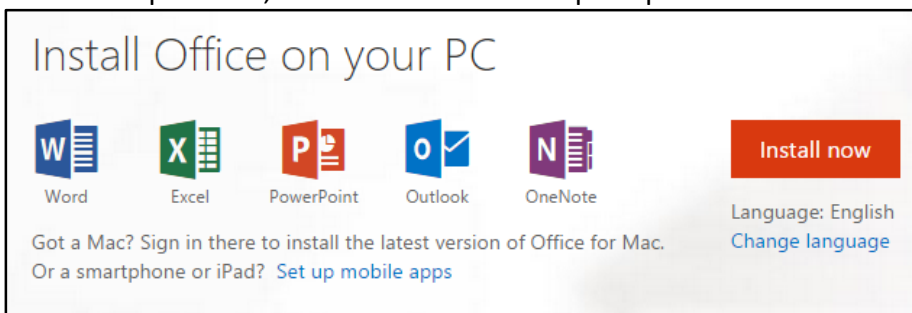
- Install on up to 5 compatible PCs and Macs, plus 5 tablets (including iPad)
- Use with *OneDrive* for automatic device syncing
- Gain valuable skills on the world's most popular productivity software
- Office subscription lasts for as long as you are a BCPS employee

Follow these simple steps to get Office 365 on your device: ([Click here for the Video Tutorial](#))

1. For PC and Mac:

- Visit <http://office.com/getoffice365>
- Click on the GREEN “Find out if you’re eligible” button
- Type SCHOOL Email address * click Continue
- Login to the email screen when prompted (email password)
- Click START to finish installation
- To INSTALL the office products, click on INSTALL when prompted

Find out if you're eligible



- On the installation page select your language and click INSTALL NOW
- Chrome Browser* – you will be prompted to save, then click the file to install /
Internet Explorer Browser – you will be prompted to Save or Run directly

2. For iOS and Android:

- Download the Office 365 Apps individually from your App Store (linked below)
 - *iPad / iPhone:* [Word](#), [Excel](#), [PowerPoint](#)
 - *Android:* [Word](#), [Excel](#), [PowerPoint](#)
- When prompted to sign-in, click on WORK group and use your school credentials (*school email and password) to receive the full editing capability

** Please understand that the BCPS technology department cannot support the installation or maintenance of these programs on personally-owned devices. If you have a problem with downloading Office or finding out about eligibility, please contact Microsoft Customer Support at <http://support.microsoft.com/contactus> . **