

# Attention Students & Parents!



Always have the latest version of Office across **multiple** devices.

## Microsoft Office 365 is now available **FREE** to all students of the Calcasieu Parish School Board.

### To Get Started:

- Go to <http://office.cpsb.org>
- Sign in with your CPSB username and password (the same information you use to sign in to a CPSB computer).
- For assistance with your CPSB username and password, contact your homeroom teacher.

### Office 365 Benefits:

- OneDrive cloud storage for your files
- Access to Word, Excel, PowerPoint online
- A digital download of the latest version of Office 365 (currently Office 2016) for up to 5 computers at home.
- The license will remain in effect as long as your child is enrolled in a CPSB school.

### To Install at Home:

- Go to <http://office.cpsb.org>
- Sign in with your CPSB username and password
- Click the "Install Office" button
- Select "Office 365 apps"  
\*Select "Other Install Options" if you wish to install a different language

Visit [www.cpsb.org/office365](http://www.cpsb.org/office365) for more info.

