

# Office 365 Student Advantage

Omaha Public Schools participates in the Microsoft Office Student Advantage program.

## **What is it?**

It's a suite of the latest Microsoft products including both the online versions of Microsoft Word, PowerPoint, Excel, Outlook, and One Note and the full software versions of these programs. It includes several other applications that your classroom teachers may be assigning students to use at home for various activities.

## **What does it mean for you?**

Your family will never have to purchase any Office products or updates until every child in your family graduates from high school!

## **How much does it cost for your family?**

NOTHING! ZERO! ZILCH! NADA!

To download:

1. Have your child login to their Office 365 account by going to [login.microsoftonline.com](http://login.microsoftonline.com) and entering their school [username@ops.org](mailto:username@ops.org) and their school password. Their school username starts with 's', then the first 5 letters of their last name, their first initial and the last 3 digits of their lunch code. EXAMPLE: [ssmithj123@ops.org](mailto:ssmithj123@ops.org)
2. The first screen after login is the Office 365 dashboard.
3. You will see "INSTALL NOW"
4. Click it and follow the directions.
  - a. Even if you already have the full software package, installing will ensure you have the latest version and can get updates as they roll out from Microsoft.