

Get Office 365 For Free:

To verify and get Office 365 for your personal devices.

1. Go to Office.com/Teachers

This will bring you to the get Office 365 for free get started page.

2. Enter you District user ID: UserID@lansingschools.net

3. Click Get Started

Get Office 365 for free

It's not a trial! Students and teachers are eligible for Office 365 Education, which includes Word, Excel, PowerPoint, and OneNote, plus additional classroom tools.

All you need to get started is a valid school email address.

Risk_J0519@lansingschools.net [Get started](#)

School leaders and IT pros, sign up your school [→](#)

4. Select I'm a teacher

Are you a student or a teacher?

We'll provide the Office 365 tools you need in the classroom and online. If you're an IT admin, [enroll your school](#).

[I'm a student](#) [→](#)

[I'm a teacher](#) [→](#)

5. This will confirm that you have an Office 365 license.

** If you receive a message stating that you do not have a license. Please submit a work order to Technology.

6. Select OK, got it.

No need to sign up

You already have a license for Office 365 Education.

OK, got it →

You will now be redirected to your Office 365 account. The install button should be in the upper right hand corner of the screen.



7. Click Install Office 2016 and the Office Install executable will download and be ready for install.

For assistance and help installing office, Please refer to the following link:

https://support.office.com/en-US/client/results?Shownav=true&lcid=1033&ns=O365PROUSER&version=15&omkt=en-US&ver=15&HelpID=O365E_TSOoffice&ui=en-US&rs=en-US&ad=US