

Installing Office to a Home Computer

Any currently enrolled HCPS student, or currently employed HCPS staff member, is eligible for free access to Office 365 programs and may download and install Office 365 Pro applications on up to five personal devices (PC, MAC, and/or mobile device).

Go to the student Office 365 account from start.hcps.org

- ▶ Select the Office 365 tile:



- ▶ The student will sign in with his/her username@student.hcps.org credentials.

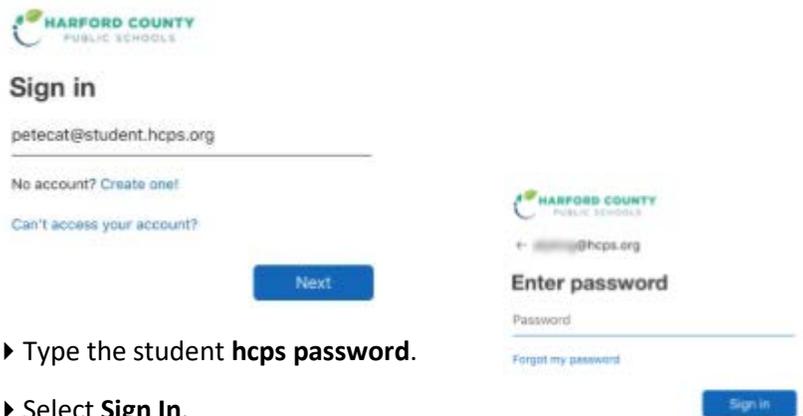
Students grades 3-12: first name last name@student.hcps.org

(georgewashington@student.hcps.org)

Students grades K-2: student ID number@student.hcps.org

(123456@student.hcps.org)

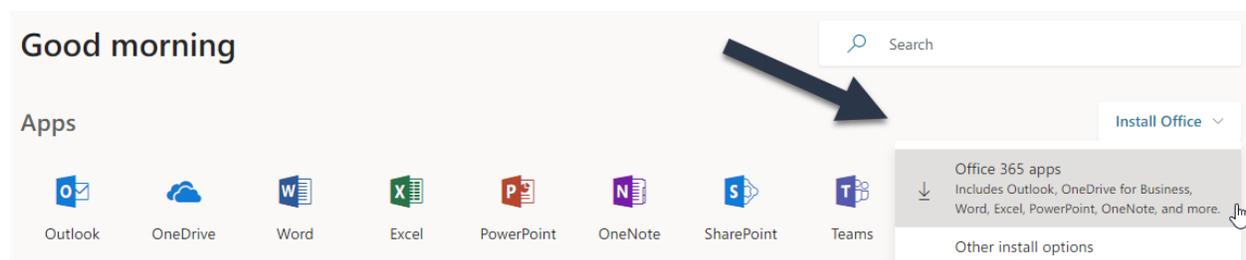
- ▶ Select **Next**.



- ▶ Type the student **hcps password**.

- ▶ Select **Sign In**.

From the Office 365 landing page, select **Install Office > Office 365 apps**



Next, follow the steps prompted by your computer to download and install the Office 365 programs.