

## Microsoft Office for Bay District Schools Staff and Teachers

Feb 2016

Microsoft Office 2016 (or 2013, if desired) is available for FREE to Bay District Schools personnel while they are employed by Bay District Schools. This benefit will allow employees to install the full Office applications on up to 5 PCs or Macs for free. The following instructions will guide you through the process of obtaining a copy for your PERSONAL computer.

This download agreement is between the user and Microsoft. Please pay close attention to any listed support links and phone numbers in case of difficulty during this process. DO NOT contact the Bay District Help Desk if you have problems during this download.

To sign up, go to <http://www.office.com/teachers> and enter your “<username>@bay.k12.fl.us”. Click “Get Started”

The screenshot shows the Microsoft Office website for education. At the top left is the Microsoft logo, and at the top right is a "Sign in" link with a dropdown arrow. Below the logo is a navigation bar with "Office", "Products", "Templates", and "Support". The main content area features a large image of students working on laptops. Overlaid on this is a dark grey box with the text "Office in education" and "Students and teachers, get the online versions of Office plus 1 TB online storage for free!". Below this, it says "All you need to get started is a valid school email address." There is a white input field with the placeholder text "Enter your school email address" and a green "Get started" button. A red box highlights the input field and button. At the bottom, there are three buttons: "Students", "Teachers" (highlighted with a red box and a downward-pointing arrow), and "Schools".

# Are you a student or a teacher?

We'll provide the Office 365 tools you need in the classroom and online.

[I'm a student](#) ➔

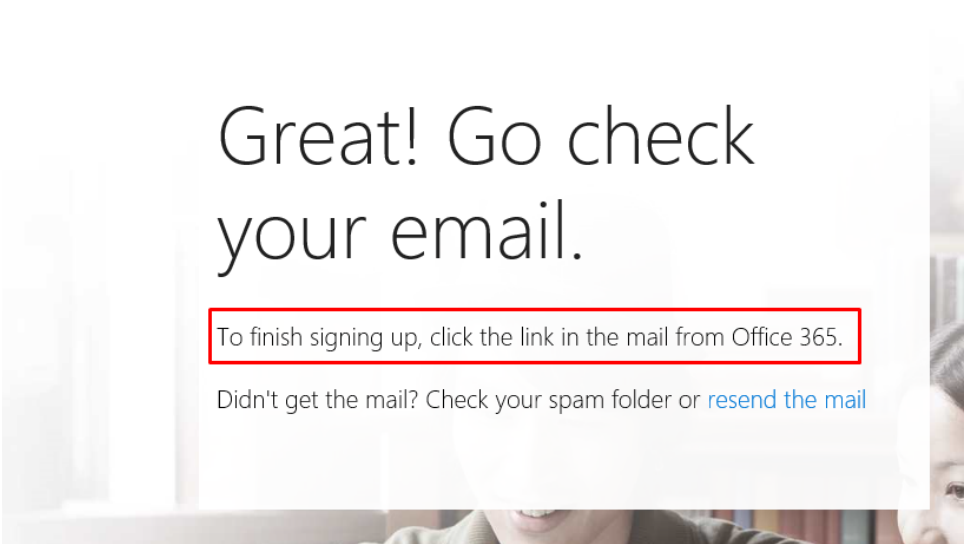
[I'm a teacher](#) ➔

Click "I'm a teacher" (All Staff)

The next screen will instruct you to login to your <bay.k12.fl.us> gmail account to complete the download and install process.

If you can't login to this email account, please contact the BAYNET help desk to get your password reset.

Office 365 Education

A screenshot of an Office 365 Education confirmation screen. The background is a blurred image of a person's face. The text is centered and reads: "Great! Go check your email." Below this, a red-bordered box contains the text: "To finish signing up, click the link in the mail from Office 365." Underneath the box, it says: "Didn't get the mail? Check your spam folder or [resend the mail](#)"

# Great! Go check your email.

To finish signing up, click the link in the mail from Office 365.

Didn't get the mail? Check your spam folder or [resend the mail](#)

In your email you will have the following message. If your address is correct, click “Yes that’s me”

Finish signing up for Office 365 Education ✉ Inbox x

**Office 365 Team** <support@email.microsoftonline.com> To me 2:01 PM (0 minutes ago)

[View this email in your browser.](#)

Office 365 Education


Almost there.  
We just need to verify your address.

Does this look right?  
**username@bay.k12.fl.us**

[Yes, that's me](#)

And FYI: Because you're signing up with a work email address, your employer may control your Office 365 communications and data. Their policies apply to your use of the service.

Don't want to sign up? Just ignore this email. Thanks.


 Microsoft

Fill out the application that comes up, and click “Start”

Remember your password. You can login to the Office 365 home page at <http://portal.office.com> ([username@bay.k12.fl.us](mailto:username@bay.k12.fl.us)) for support and other information concerning your office account.

Office 365 Education


## One last thing...

 [username@bay.k12.fl.us](#)  
Not you?

First name  Last name

Create password

Confirm your password

Your date of birth 

Month  Day  Year

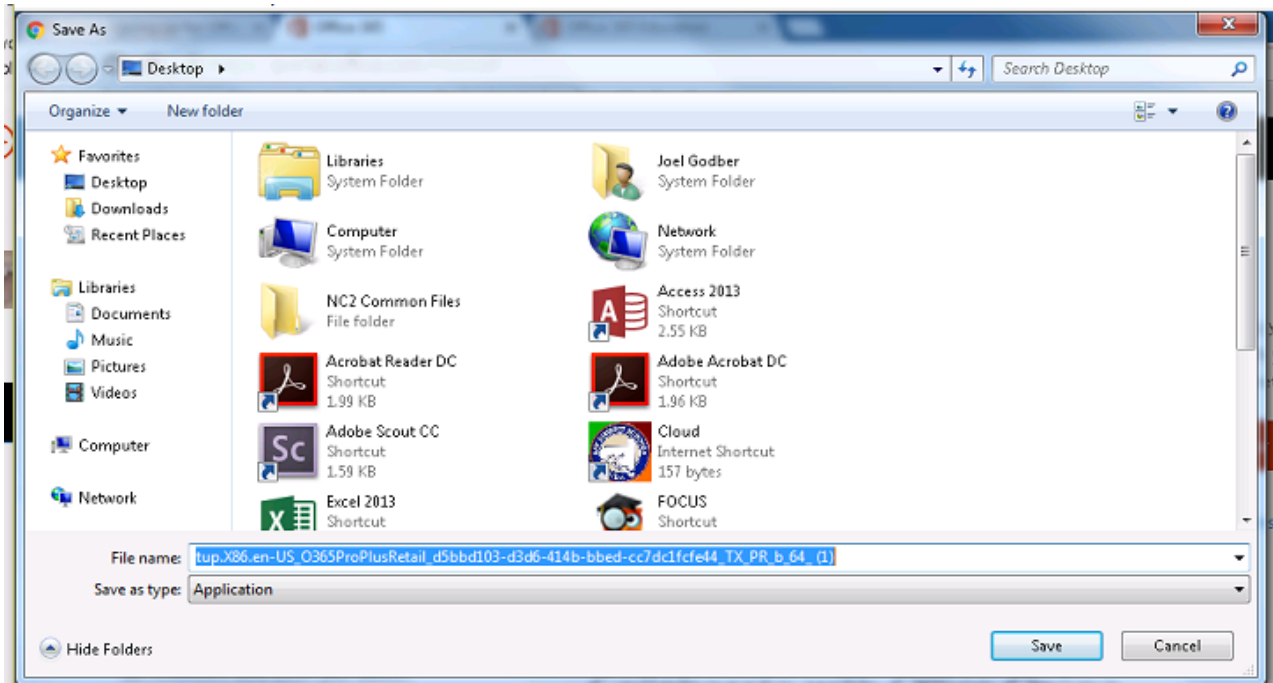
Microsoft will send you promotions and offers about Microsoft products and services for businesses. You can unsubscribe anytime.

By choosing Start, you agree to our [terms and conditions](#) and understand that your name and email address will be visible to other people in your institution. [Microsoft Privacy Policy](#)

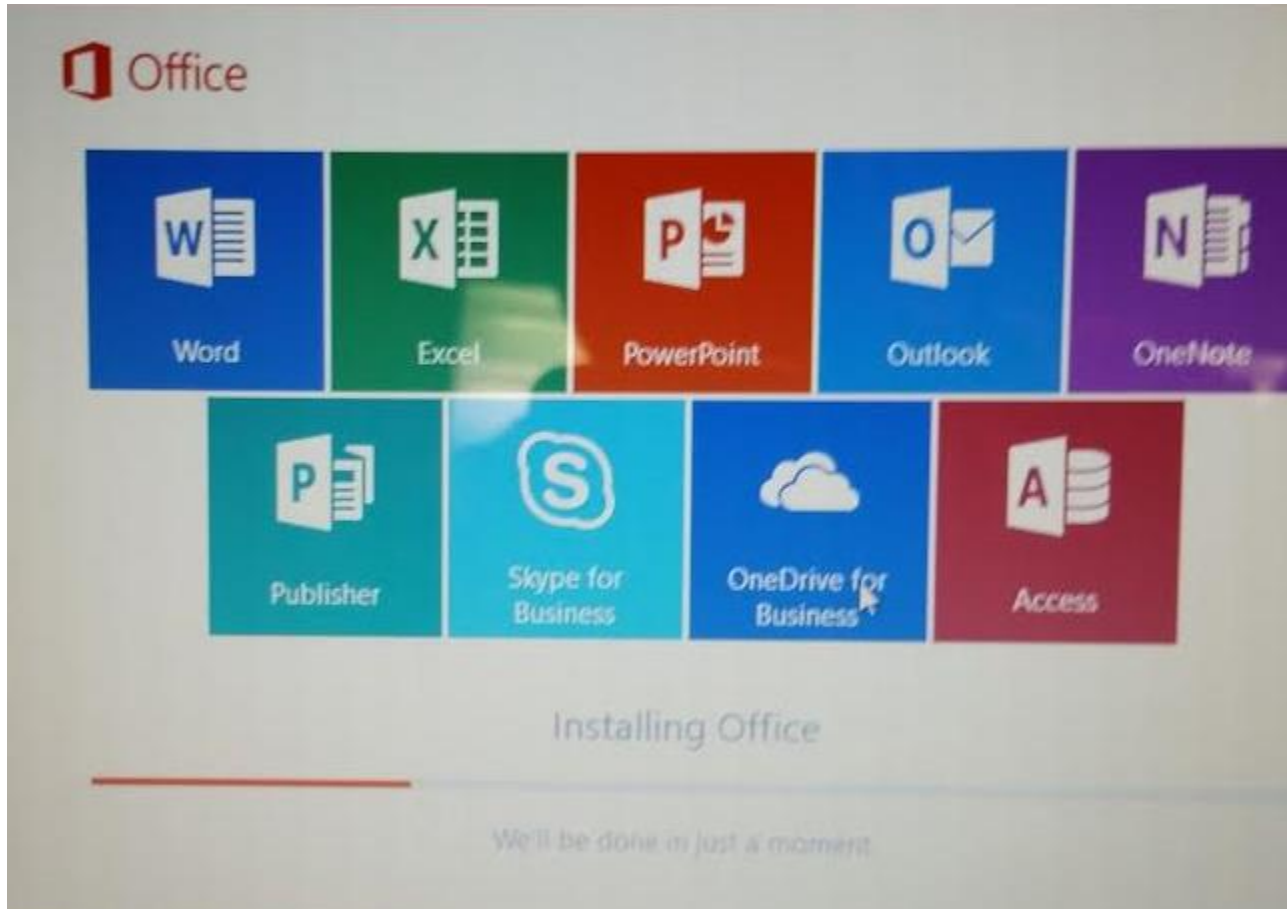
Start 



A Save As window will open. Please save the install file to your Desktop. On your desktop, click on the install file you saved to start the installer.



You will see the following screen. Installation may take up to 20 minutes.



Enjoy your new Microsoft Office!