



All East Lansing Public Schools students and staff can download the Office suite of products for free – which includes Word, PowerPoint, Excel, and OneNote. Downloads are available for Windows or Mac computers. This subscription lasts as long as staff/students are employed/enrolled while the program continues.

Each student can install Office on up to 5 devices using these steps:

For PC and Mac

- Go to www.office.com
 - Log in using your district credentials
 - Username = ELPS email address
- Password = district password used for computer login
- Click Install Office at the top right
- Follow the prompts to install Office on your device

For iOS and Android

- Download from your app store
 - iOS: [Word](#), [Excel](#), [PowerPoint](#), [OneDrive](#)
 - Android: [Word](#), [Excel](#), [PowerPoint](#), [OneDrive](#)
- Log in using your district credentials for full editing capability

Students can view installation support documentation at:

<https://support.office.com/en-us/article/Download-and-install-or-reinstall-Office-365-or-Office-2016-on-your-PC-or-Mac-4414eaaf-0478-48be-9c42-23adc4716658?ui=en-US&rs=en-US&ad=US>

For Support, students can contact Microsoft directly at:

<https://support.office.com/home/call?ocChatBack=https://support.office.com/en-us/article/InstallOffice-365-Home-Personal-or-University-7a28382b-7015-4b5a-9d9b-650d15742c95&guid=7a28382b7015-4b5a-9d9b-650d15742c95>