

# FREE

# Microsoft Office For Students/Staff



**YONKERS MIDDLE HIGH SCHOOLS STUDENT/STAFF ARE ELIGIBLE TO DOWNLOAD MICROSOFT OFFICE 365 FOR UP TO 5 HOME COMPUTERS AND MOBILE DEVICES FOR FREE**

**HERE'S HOW TO GET YOUR 5 FREE COPIES OF MICROSOFT OFFICE 365:**

- Log on to <https://portal.office.com>
- Log in with your Student/Staff Office 365 Email Username and Password.
  - (Student) Username: 6 digit student ID followed by @yonkerspublicschool.org (e.g. [123456@yonkerspublicschools.org](mailto:123456@yonkerspublicschools.org))
  - (Staff) Username: first initial + last name followed by @yonkerspublicschool.org (e.g. [JSmith@yonkerspublicschools.org](mailto:JSmith@yonkerspublicschools.org))
- Password: Same as your school computer password
- Select the install now button

