

YONKERS PUBLIC 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 <a href="https://portal.office.com">https://portal.office.com</a>
- 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)
  - (Staff) Username: first initial + last name followed by @yonkerspublicschool.org
    (e.g. JSmith@yonkerspublicschools.org)
- Password: Same as your school computer password
- Select the install now button

