



Need the Microsoft Office Suite? Get it for Free...

Since St. Joseph School uses *Office 365 for Education*, all middle school students have access to the powerful tools that Microsoft Office has to offer. Office 365 for home use is available free of charge for all St. Joseph middle school students. Because we use technology on a daily basis throughout middle school, it's important that students use their Office 365 accounts regularly and develop a habit of using their One Drive to store work in the cloud. It is also important that students have access to the complete office suit for education software on their school devices and home devices.

With Office 365, students will have the latest version of Word, Excel, PowerPoint, OneNote, OneDrive and much more on their personal computers so that they can take advantage of these tools. Students can download Office products on up to five personal devices (i.e. laptops, home desktops, etc...). Downloading this suite of services allows student to use the full functionality of the software.

To get Office downloaded, students should follow these steps:

1. Log in to Microsoft's online portal here: <https://portal.office.com/>
2. Students will use their SJS network username in the form of an Issaquah email address (i.e. 6th grade student Jane Smith would be jsmith@sjsissaquah.org) and their account password provided by St. Joseph School.
3. Choose Work or School Account when given the choice.
4. Download and install Microsoft Office 365/2016 onto your home computer with parent permission.

If you have questions or problems with your password please contact Jana White at jwhite@sjsissaquah.org for assistance.