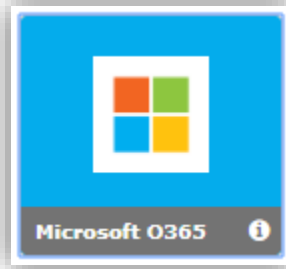


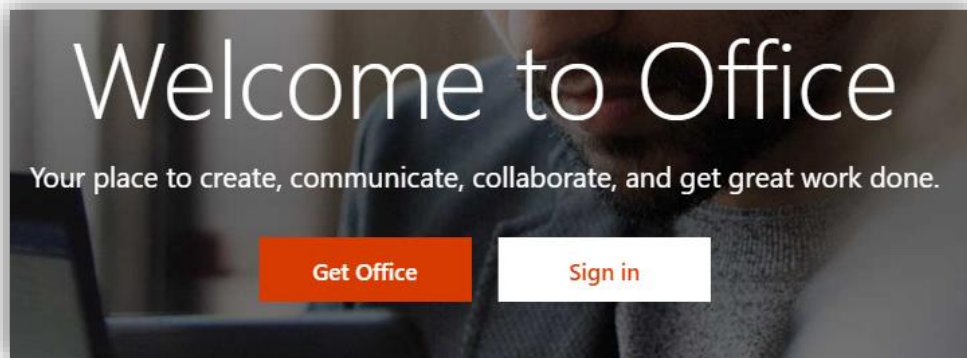
Microsoft Office 365

Students, you can now access Microsoft Office 365 online, anytime, from anywhere in the world. You can access it by going to the RapidID portal, <https://portal.usd259.net>. Sign in with your district username and password, then click on the link to Microsoft O365:



It will redirect you to <https://office.com> (or you can also go straight there). Once you are there, do the following:

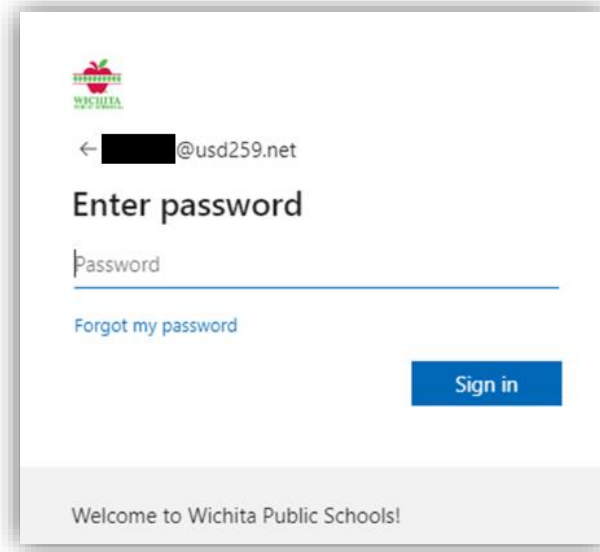
1. Start by clicking on **Sign in** on the office.com website:



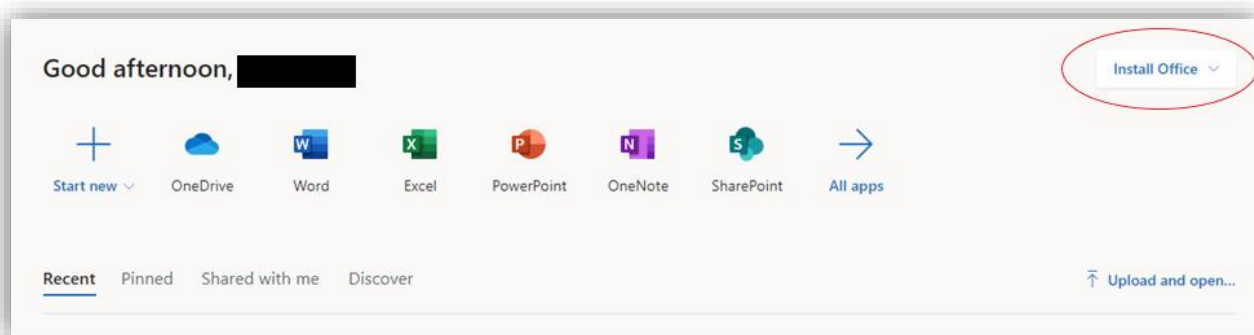
2. Then sign in with your full username (e.g. 555555@usd259.net):

A screenshot of the Microsoft sign-in page. At the top left is the Microsoft logo. Below it is the text "Sign in". There is a text input field containing a blacked-out username followed by "@usd259.net". Below the input field are three links: "No account? Create one!", "Can't access your account?", and "Sign-in options". At the bottom right is a blue button labeled "Next".

3. And password:



4. Once you are signed in, the apps you can access online appear in the list below. You may also install up to 5 copies of Office on personal computers at home. Just click on **Install Office** to get started (note that you will need to uninstall any versions of Microsoft Office you have on the computer first):



If you need assistance or have any questions, please contact Mr. Dunkelberger in the Tech Office, C205 (next to the library).