

# Microsoft Office for CPS Students and Faculty/Staff!

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Students attending Columbia Public Schools, as well as faculty and staff, are now able to download Microsoft Office products on up to 5 computers

## for free.

Features include:

- Install on up to 5 compatible PCs and Macs, plus 5 tablets
- OneDrive - sync documents to devices
- Office subscription is active while at CPS

Follow these steps to take advantage of this great offer!


1. Visit <https://login.microsoftonline.com> and enter a valid CPS email address (for students, the login will look like 13AAA01@stu.cpsk12.org) into the username field and hit 'Tab' on your keyboard. Faculty and Staff can just type in their username and password without following steps a & b.
  - a. You will be redirected to the Columbia Public Schools login screen
  - b. Log in there with 'Columbia\username' and the password the student's CPS network password.(ie: Columbia\13AAA01 password: apples01)

2. Select **Install now**:



3. The website will automatically download an installer to your computer. When it is done downloading, open it.



4. Follow the prompts to complete installation
5. To manage subscriptions or install an older version of Office (if your computer doesn't meet the minimum [requirements](#)), please click the  in the upper right corner, select Office 365 settings, then click Software.
6. For questions about student user names please contact your school. Please be aware CPS has very limited ability to assist with home computer issues related to this installation.