



Dear Parent/Guardian:

Dorchester School District Two is pleased to provide all Kindergarten through 12<sup>th</sup> grade students with access to Microsoft Office 365 for Education. Microsoft Office 365 for Education will provide students with anytime, anywhere access to the Microsoft Office Web Apps for Word, PowerPoint, Excel, and OneNote, as well as One Drive for document storage. These tools will enable students to collaborate on projects using any of the web apps. With Office 365, learning possibilities are limitless!





### Students have access to cloud storage & productivity tools:

- OneDrive: ( 1 TB of space) used to store and share files & collaborate with others
- Word: used for word processing
- Excel: used for spreadsheets
- PowerPoint: used for slideshow presentations
- OneNote: used for information gathering and collaboration
- Sway: online digital presentation program
- Microsoft Office 2016: Users can install on up to 5 PCs/Macs and 5 mobile devices.
  - **DD2 is not responsible for supporting the installation of Office on personal devices and users should do this at their own discretion/judgment.**

### Access

All of the above are accessible using any internet-connected device. There are apps available to download for iPads, iPhones, and Android devices (OneDrive for Business, Word, Excel, PowerPoint, and OneNote). Your child may access Microsoft Office365 for Education at home through a single sign-on process with Clever.

### Follow these steps:

- Go to <https://clever.com/login> and enter the name of your child's school.
- Select "Sign in with Active Directory."
- **Enter your child's district email address**, which begins with his/her computer username: {computer username}@dorchester2.k12.sc.us
  - **NOTE:** Although students have an email address, they do not have access to district email at this time. They are not able to send or receive email.
- **Enter your child's password**, which is his/her computer password.
- Select **Office365**.  The home page will open to show available apps.
- Your child can utilize cloud-based apps while online. Install Office products to provide offline access.
- To install Office on your device, click on the button labeled "Install Office" and follow the on-screen instructions. 

If you have any questions or concerns regarding your student's use of the Microsoft Office 365 for Education account, please contact Lisa West at [mpuszcz@dorchester2.k12.sc.us](mailto:mpuszcz@dorchester2.k12.sc.us).