Dear Parent/Guardian:

Dorchester School District Two is pleased to provide all students in grades 2-12 access to Microsoft Office 365 for Education district wide. Microsoft Office 365 for Education will provide students 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) Ability to share files and 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: 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/judgement.**

Access

All of the above can be accessed 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). **Please note, the only students who have access at this time are the ones who receive this letter. All Dorchester Two students will have access by December 2016.**

Students should follow the steps below to access their Office 365 account:

1. Open a web browser. Go to http://portal.office.com

2. Login using provided username and password.

3. The Office 365 home page will open. This will show all the apps that are available to students. There will be instructions on the home page for how to install Office 2016 and how to get mobile devices setup.

If you have any questions or concerns regarding your student's use of the Microsoft Office 365 for Education account, please contact Lara Hayes at lhayes@dorchester2.k12.sc.us.