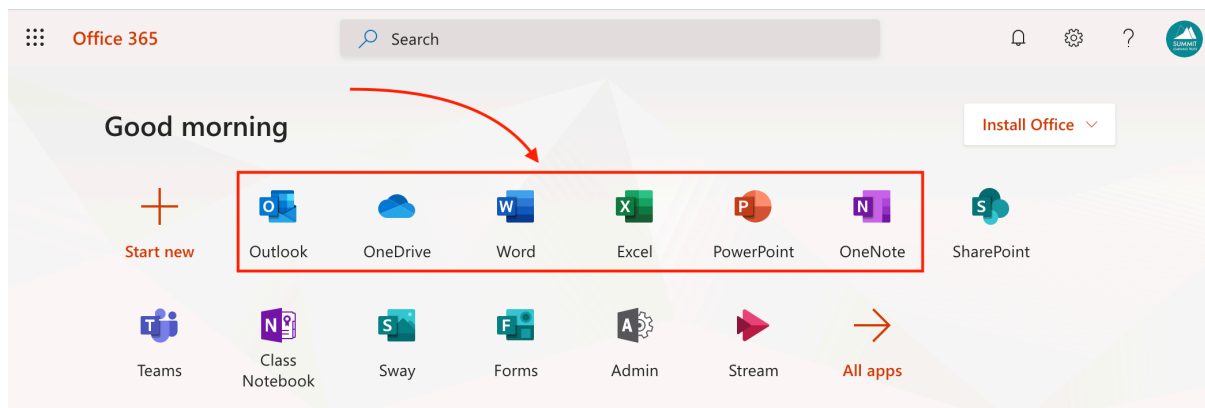


## Get Microsoft Office 365 for free

Students and educators at Summit Learning Trust Schools can use Office 365 for free, including Word, Excel, PowerPoint, OneNote, and now Microsoft Teams. Use your school email address to get started today.

### Option One: Use Office 365 Apps Online (works on all devices)

- Go to [www.office.com](http://www.office.com)
- Sign in with your school email address and password
- You will see your App dashboard
- You can use all of the Office 365 apps for free from within your browser
- Your documents will automatically save to your school OneDrive online



### Option Two: Download Office 365 apps to install on your computer

- Go to [www.office.com](http://www.office.com)
- Sign in with your school email address and password
- You will see your App dashboard
- Click **Install Office** in the top right of the dashboard
- Choose the **Office 365 Apps** option
- Once downloaded open the file and follow the on-screen instructions
- Use your school account to sign into it
- Office 365 will now be connected to your school account and OneDrive files

