

East Allen County Schools is pleased to announce that faculty, staff, and students are now eligible to download Microsoft® Office 365 for free. This includes Outlook, OneDrive for Business, Word, Excel, PowerPoint, and more.

This enables you to get a licensed copy of Microsoft® Office 365 to install and use on your home computer. This license is available to you while you are employed by or attend East Allen County Schools.

**THIS IS FOR HOME USE ONLY. THE EAST ALLEN TECHNOLOGY DEPARTMENT WILL BE INSTALLING OFFICE ON ALL EAST ALLEN OWNED COMPUTERS.**

To access your Microsoft® Office 365 at home:

1. Go to <https://www.office.com>
2. Click Sign In
3. Sign in with your EACS email address and EACS password
4. Click the button at the top left that says "Install Office"
5. Select Office 365 apps
6. Save your download to your computer
7. Run the saved file to install the applications
8. Open any Microsoft® Office 365 product
9. Click Accept and start

If you would like to learn at your own convenience or pace, there are excellent online free training videos for Office at: <https://support.office.com/office-training-center?redirectSourcePath=%252fen-us%252farticle%252fb8f02f81-ec85-4493-a39b-4c48e6bc4bfb>.

**Windows System Requirements:**

Computer and processor	Windows: 1.6 GHz or faster, 2-core. 2.0 GHz or greater recommended for Skype for Business.
Memory	5GB RAM; 2GB (32-bit)
Hard Disk	4.0 GB of available disk space
Display	1280 x 768 screen resolution
Graphics	Graphics hardware acceleration requires DirectX 9 or later, with WDDM 2.0 or higher for Windows 10 (or WDDM 1.3 or higher for Windows 10 Fall Creators Update). Skype for Business requires DirectX 9 or later, 128 MB graphics memory, and 32 bits per pixel capable format
Operation System	Windows 10 SAC, Windows 10 LTSC 2016, Windows 10 LTSC 2015, Windows 8.1, Windows 7 Service Pack 1, Windows Server 2016, Windows Server 2012 R2, Windows Server 2012, or Windows Server 2008 R2. Please note Office 365 ProPlus will not be supported on Windows 10 LTSC 2019 at release. Office 365 ProPlus will not be supported on any Windows 10 LTSC/LTSC version or on Windows Server 2012 R2 or older after January 2020. Office 365 ProPlus will be supported on Windows Server 2016 through October 2025.
Browser	The current version of Microsoft Edge, Internet Explorer, Safari, Chrome, or Firefox
.NET Version	Some features may require .NET 3.5 or 4.6 and higher to also be installed

**Mac System Requirements:**

Computer and processor	Intel Processor
Memory	4GB RAM
Hard Disk	10 GB of available disk space. HFS+ hard disk format (also know as macOS Extended or APFS)
Display	1280 x 800 screen resolution
Graphics	No graphics requirements
Operation System	Office for Mac is supported on the three most recent versions of macOS. When a new version of macOS is released, the Office for Mac Operating System requirement becomes the then-current three most recent versions: the new version of macOS and the previous versions.
Browser	The current version of Microsoft Edge, Internet Explorer, Safari, Chrome, or Firefox