

Dear Parents,

Fulton County Schools is excited to announce the Microsoft Student Advantage program. Because of Fulton's enterprise agreement with Microsoft, all students K-12 now have access to Office 365 for Business FREE! Office 365 is a user-based service providing all students and employees with cloud storage, productivity tools, and an email account. This is very exciting because it provides students with access to current digital tools to use at school and at home on any Internet connected device. With Office 365, learning possibilities are limitless! Students have access to:

Cloud Storage

- OneDrive for Business
- 1 terabyte (TB) of space
- Ability to share files and collaborate with others

Productivity Tools

- Microsoft Office ProPlus- can install on up to 5 PCs/Macs and 5 mobile devices
 - Office Online (Word, Excel, PowerPoint, OneNote)

Email

- Microsoft Outlook
- A student's email address is ID#@fcstu.org (Example: 1234567891@fcstu.org)
- Students will be able to use the email account to communicate with employees only. Student to student email has been disabled.
- An official school email address will allow for better communication between students and teachers.
- Email messages may be reviewed by the District at any time. School email addresses are a privilege that may be revoked.

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, OneNote, and Outlook).

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 this format: **Username:** id#@fcstu.org **Password:** your Fulton County 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 2013 and how to get mobile devices setup. Please note that there is an icon for the program Yammer, but students should not be able to access it. Student access has been disabled.
4. If you have questions, please visit this website for more info:
<http://www.fultonschools.org/en/divisions/acd/learnteach/Pages/Office365.aspx>