

# Get Office 2013 for free!

## Why is this free?

Microsoft have decided to offer all licensed schools the ability to give a copy of Microsoft Office free to students using Office 365.

## What does this include?

This includes Microsoft: Word, PowerPoint, Excel, OneNote and Outlook for PC, Mac, iOS and Android. Each license can be used on up to 5 machines at once!

## Is it completely free? How long will it last?

Yes it's completely free and lasts as long as your child is licensed for use from the King's CE School as a full time student. Microsoft reserve the right to revoke these licenses at any given time.

## How do I claim and install the software?

Simply visit [www.office.com/getOffice365](http://www.office.com/getOffice365) from the machine you wish to install office on and click "find out if you're eligible".

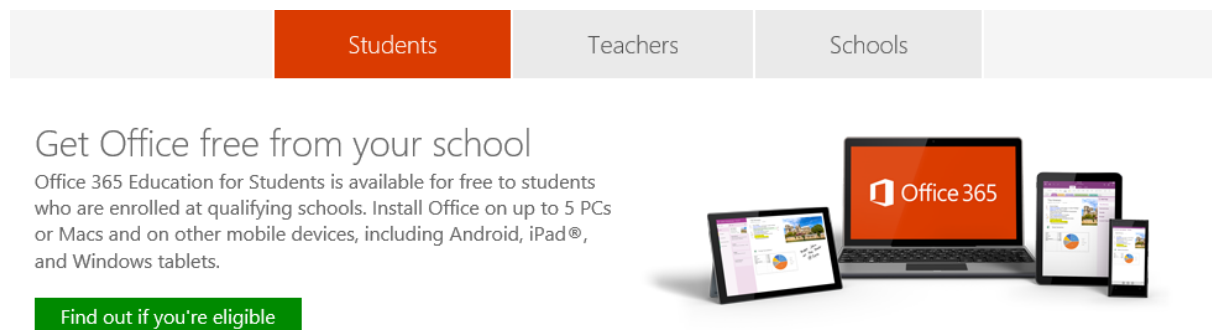


Figure 1: View of [www.office.com/getoffice365](http://www.office.com/getoffice365)

Enter in your King's School email address in the following format:

**username@kingswolverhampton.co.uk**

An example of which would be:

**j.bloggs13@kingswolverhampton.co.uk**



Figure 2: Sign up

After clicking “sign up” you may be taken to a page asking for your password. This should be the same to log onto the school computers.

You can now download and install the software onto your machine using the “install now” option.

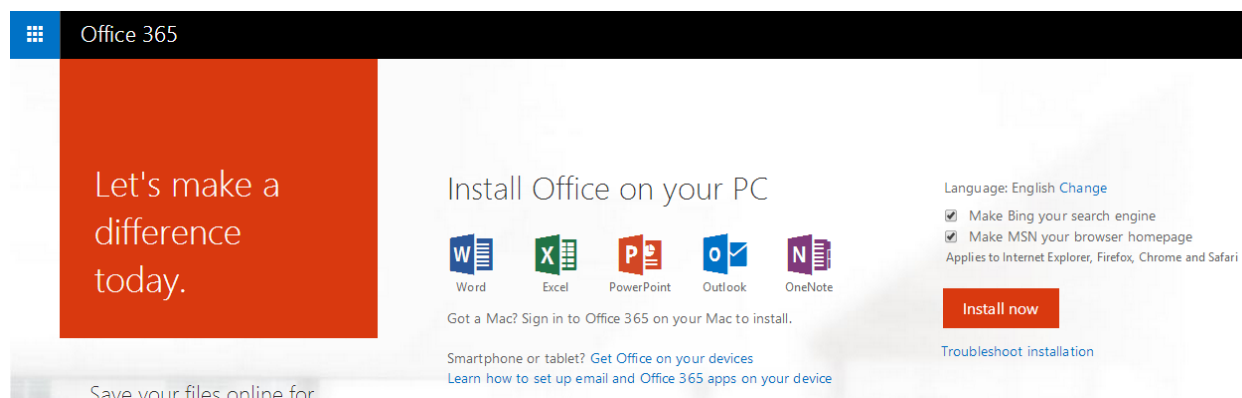


Figure 3: Software ready to download and install

## What about Android and iOS?

For the new android and iOS versions of Microsoft Office you simply need to download the software you need from Google Play or Apple App store to get started. This will require you log in using your child's school email address and password as previously mentioned.

However there are still a lot of features missing that are present in desktop Office 2013. We therefore don't recommend using it for school work set via OneNote or the King's Virtual Learning Environment (VLE).

For any issues please email: [ictsupport@kingswolverhampton.co.uk](mailto:ictsupport@kingswolverhampton.co.uk)