



# Office 365 For Millard Staff

(formerly known as Microsoft's Home Use Program)



## Microsoft Office 365

Microsoft discontinued their Home Use Program which allowed educators to download a copy of Microsoft Office at a reduced price.

**\*\*\*HOWEVER\*\*\***

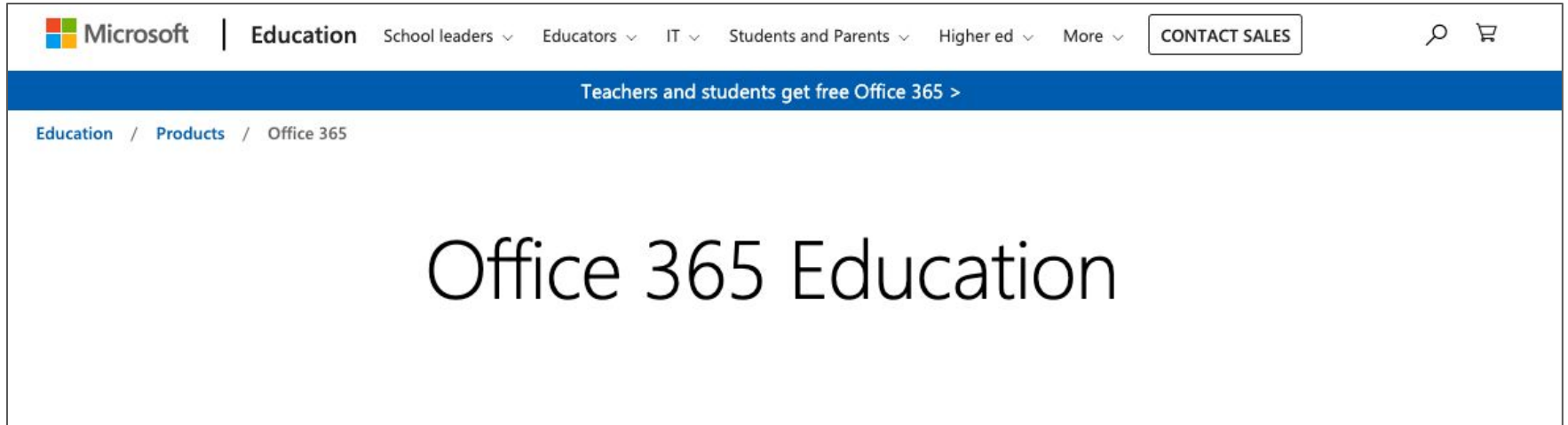
Employees at Millard Public Schools can now sign up for the **free online version** of Microsoft Office 365 Education that includes Word, Excel, and PowerPoint.



# Microsoft Office 365

Go to:

<https://www.microsoft.com/en-us/education/products/office>

A screenshot of the Microsoft Office 365 Education website. The top navigation bar includes the Microsoft logo, the word "Education", and several dropdown menus: "School leaders", "Educators", "IT", "Students and Parents", "Higher ed", and "More". A "CONTACT SALES" button is on the right. Below the navigation bar is a blue banner with the text "Teachers and students get free Office 365 >". The breadcrumb trail reads "Education / Products / Office 365". The main content area features the heading "Office 365 Education" in a large, black, sans-serif font.

Microsoft | Education School leaders ▾ Educators ▾ IT ▾ Students and Parents ▾ Higher ed ▾ More ▾ CONTACT SALES 🔍 🛒

Teachers and students get free Office 365 >

Education / Products / Office 365

## Office 365 Education



## Microsoft Office 365

Due to some technical reasons, you will log into Office 365 with a different email address ending in **@millardps.net**

If your MPS email is: `jdlefholtz@mpsomaha.org`

Change: `jdlefholtz@mpsomaha.org`

Use This: `jdlefholtz@millardps.net`

**Note: Only use this email address to log into Office 365!**



# Microsoft Office 365

Enter your MPS email address  
ending in **@millardps.net**

Then click **“Get Started”**



## Get started with Office 365 for free

Students and educators at eligible institutions can sign up for Office 365 Education for free, including Word, Excel, PowerPoint, OneNote, and now Microsoft Teams, plus additional classroom tools. All you need is a valid school email address. It's not a trial – so get started today.

Enter your school email address

GET STARTED



# Microsoft Office 365

Are you a student or a teacher?

We'll provide the Office 365 tools you need in the classroom and online. If you're an IT admin, [enroll your school](#).

I'm a student →

I'm a teacher →



Select "I'm a Teacher"

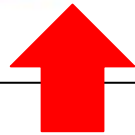


# Microsoft Office 365

You have an account with us

To get your free Office, sign in with your Office 365 user ID and password.

Sign in 



Select “ Sign in”



# Microsoft Office 365

Enter your Active Directory (A.D.)  
password

**\*\* This Is the password you use to  
log into your computer**



The screenshot shows a Microsoft login page. At the top left is the Microsoft logo. Below it is the email address 'sbolmeier@millardps.net'. The main heading is 'Enter password'. There is a password input field with the placeholder text 'Password'. Below the input field are two links: 'Forgot my password' and 'Sign in with another account'. At the bottom right is a blue 'Sign in' button.





# Microsoft Office 365



jdlefholtz@millardps.net

## Stay signed in?

Do this to reduce the number of times you are asked to sign in.

Don't show this again

No

Yes

Select "Yes"





# Microsoft Office 365

Select “Start”



## Almost there

You're signed in as sbolmeier@MILLARDPS.NET

Microsoft will send you promotions and offers about Microsoft products and services for businesses. You can unsubscribe anytime.

I would like Microsoft to share my information with select partners so I can receive relevant information about their products and services. To learn more, or to unsubscribe at any time, view the [Privacy Statement](#).

By choosing **Start**, you agree to our [terms and conditions](#) and [Microsoft Privacy Policy](#) and acknowledge that your email address is associated with an organization (and is not a personal use or consumer email address). You also understand an administrator of your organization may assume control over your account and data and that your name, email address, and trial organization name will be visible to other people in your organization. [Learn more](#).

Start →



# Microsoft Office 365

Select “Skip”

## Office 365 Education

### Invite more people

Share the benefits of Office 365 and work together on school projects. It's free.  
Who would you like to invite?

<input type="text" value="Username"/>	@millardps.net ▾
<input type="text" value="Username"/>	@millardps.net ▾
<input type="text" value="Username"/>	@millardps.net ▾
<input type="text" value="Username"/>	@millardps.net ▾
<input type="text" value="Username"/>	@millardps.net ▾

[Send invitations](#) ➔

[Skip](#)



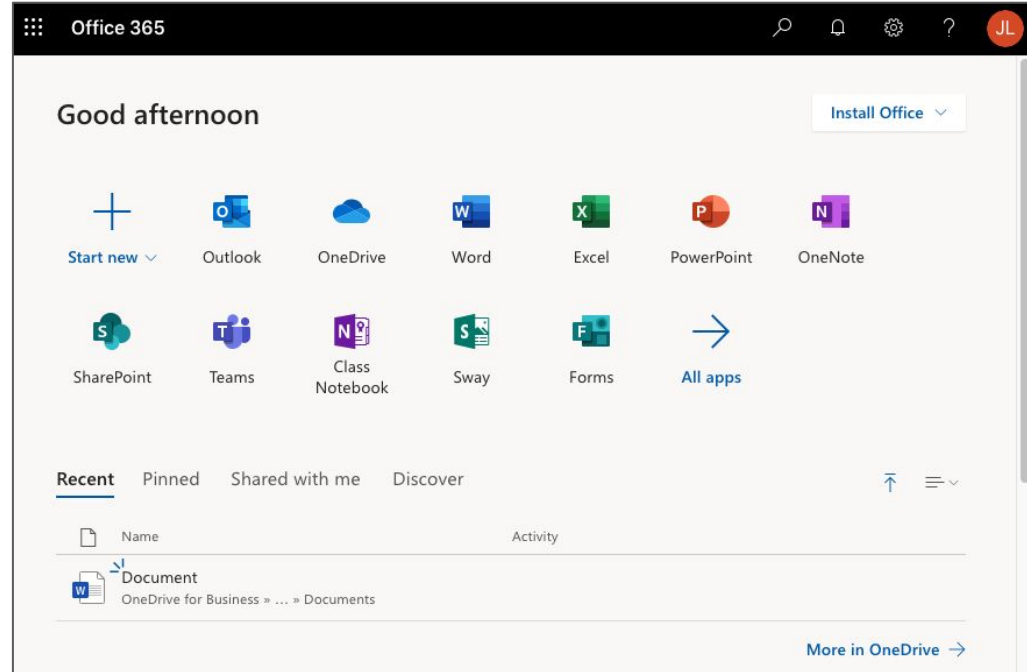


# Microsoft Office 365

From here you can click on Word, Powerpoint, and Excel

**\*\*NOTE\*\***

Some of the additional applications may not be enabled for home use.

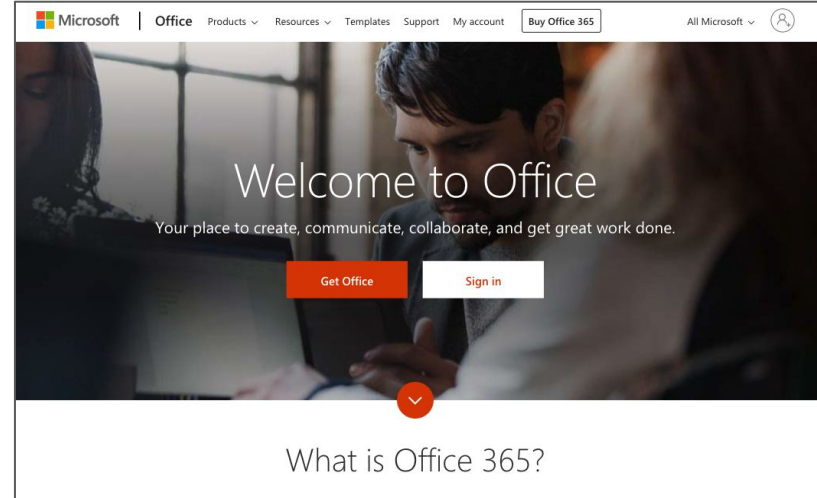




# Microsoft Office 365

After you have signed in, you can bookmark the site:

[Office.com](https://office.com)





# Microsoft Office 365

\*\* Make sure you always use the [@millardps.net](mailto:jdlefholtz@millardps.net) address and your A.D. password when signing into Office 365 at home

A screenshot of the Microsoft sign-in page. At the top left is the Microsoft logo. Below it is the text "Sign in". A text input field contains the email address "jdlefholtz@millardps.net". Below the input field are three links: "No account? Create one!", "Can't access your account?", and "Sign-in options". At the bottom right is a blue button with the text "Next".

Microsoft

## Sign in

No account? [Create one!](#)

[Can't access your account?](#)

[Sign-in options](#)

Next