

How to Get Office 2016 for Free!

What's Included?

Office 2016 includes Word, Excel, PowerPoint, Outlook, and OneNote by default on both Windows and Mac OS. Windows users have access to a few other apps as well like Skype for Business. Note that the OneDrive for Business syncing app is not recommended for Windows users at this time.

Mac users should download Skype for Business separately from the app store. OneDrive for Business is also available, allowing you to keep a local copy of your cloud documents should you choose to.

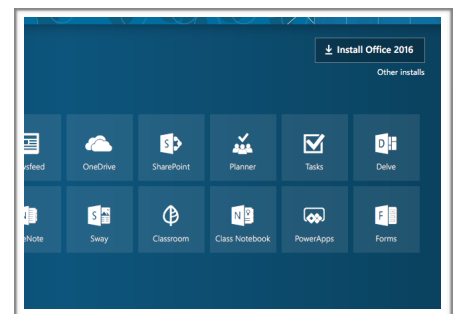
What Do I Need?

An active Polk County Schools email address: @polk-fl.net (staff) or @mypolkschools.net (student) and a Windows PC or Mac. Apps are also available for Android, iOS, and Windows Mobile devices and can be found in their respective app stores. The Microsoft Office 2016 license can be downloaded on up to five devices. This license expires one month after separation from Polk County Schools (i.e. graduation, moving to another district, state, etc.)

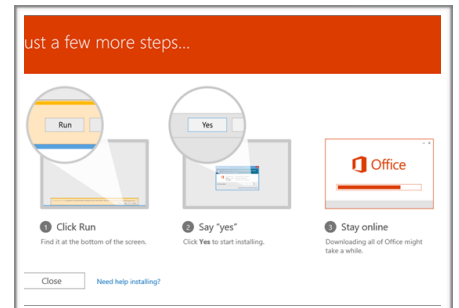
Use of this license is a privilege; compliance with student or staff acceptable use policies ([7540.3](#) and [7540.4](#)) applies.

How do I Get It?

It's easy! Login to the Office 365 portal (portal.office.com) using your email/password. You may see the Office 365 landing page (at right). If not, click on "Office 365" on the top bar to get there. Find and click the Install Office 2016 button. Your browser will do most of the work for you!



The download will start automatically and instructions for completing the process will appear. When the installation is complete, open one of your new Office apps and sign in using your email/password to activate



Office to your account, allow access to your documents, and to share and collaborate with others.

InTec / School Technology Services
Jim Miles PDC, 5204 US Hwy 98 S
Lakeland, FL 33813

