

# Installing MS Office ~ Students

## NCSS Home Advantage

Newton County staff members and students are given access to MS Suite products to be installed on personal devices made available through Office 365.

Students have 5 downloads available at no charge.

- Log in to your school issued email account.

### Email Address:

Last name + first initial + middle initial +  
birth month + birth date (mmdd)  
\*no spaces

### Password:

ES: Six digit lunch number:  
\*If lunch number is 5 digits add 0 to  
beginning

MS & HS: Student chosen computer password

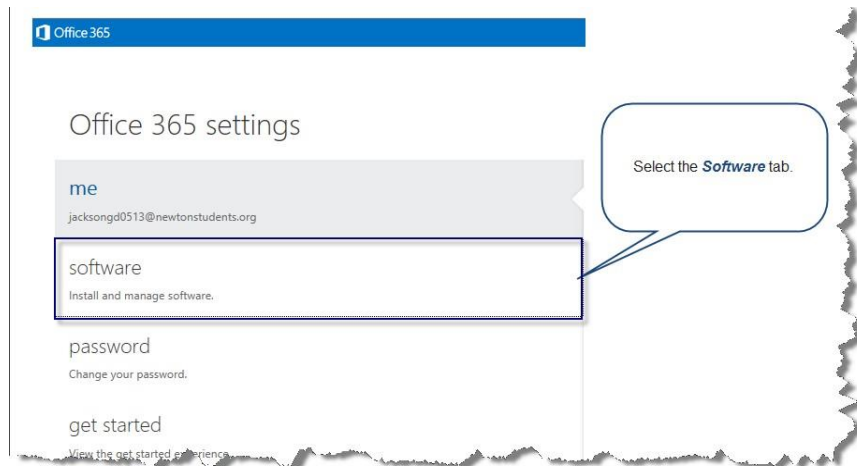


Click on the Settings Gear from the toolbar on the top.

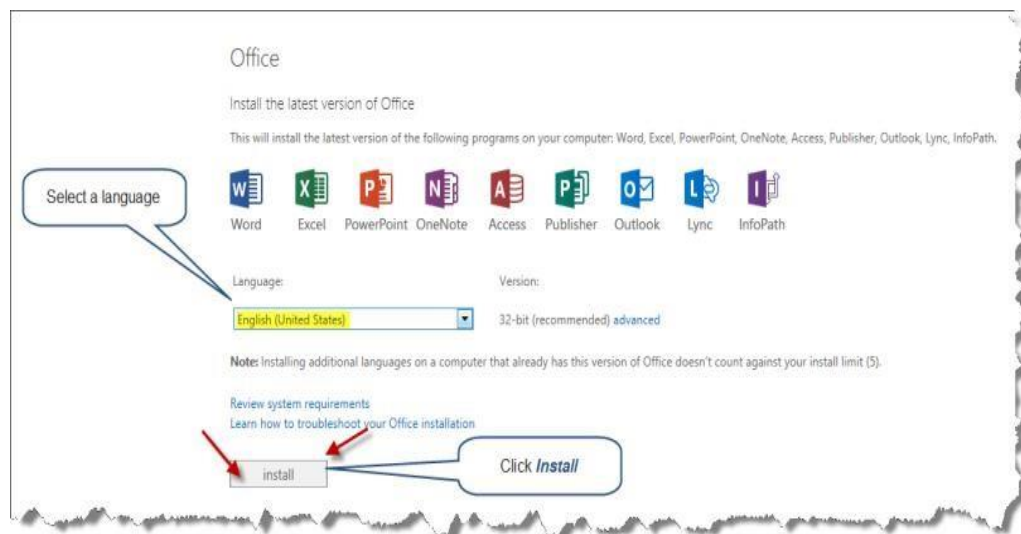
- Select Office 365 Settings from the dropdown menu.
- Select a language.
- Click Install.



- Select the Software tab.



- Select a language.
- Click Install.



\*Note- Office Products are also available for Phones and Tablets.

- After selecting software select Phone & Tablet
- Select the device and a list of apps available for that device will be given.

