

## Using Office 365/OneDrive on Personally Owned Computers

All k12 users have the ability to download 5 copies of Microsoft Office on personally owned computers with Windows 7 or 8 or some iOS versions. This option appears on the start page for students. If it isn't there, follow the instructions below.

1. Click the **Gear** on the right side of the menu bar; select **Office 365 settings**.
2. Select **Software** from the navigation bar on the left.
3. The screen defaults to Office; click the **Install** button.



You may also download OneDrive to a computer in order to move multiple files to OneDrive.

1. From the menu above, click **OneDrive**.
2. Make sure to read the instructions under **Learn More** before beginning.
3. Make sure you download the version that works with the version of Office loaded on your computer.

