

FOR IMMEDIATE RELEASE

APRIL 20, 2015

Harford County Public Schools Students and Staff Offered Office365 Free of Charge for Personal Use

Harford County Public Schools (HCPS) is pleased to announce that as part of the Microsoft Office365 ProPlus benefit, all HCPS students and employees now have access to Microsoft Office365 at *no additional cost*.

Employees and students will have access to the following through **Office365**:

- An online file storage space called **OneDrive**. All files can be saved to the cloud, which allows for access to any files anywhere Internet access is available. Students and employees will have access to one terabyte of **OneDrive** cloud storage space.
- Each student and employee in the district can download **Microsoft Office** on up to *five* personal devices. Automatic updates are included in order to stay current with the latest versions of Word, Excel, PowerPoint, OneNote, etc.

It's easy for HCPS students and employees to get started with **Office365**:

- From a **HCPS networked device**, using *Internet Explorer*, the user should visit portal.hcps.org.
- From a **non-HCPS networked device**, the user should visit portal.hcps.org and log-in with his/her *HCPS organizational account*. (Students: username@student.hcps.org and the HCPS network password; Employees: username@hcps.org and HCPS network password)
- To install Office on the personal device, click "Install Now."



For more information, tips and assistance, HCPS students and employees are encouraged to visit <http://hcps.org/students/office365.aspx>.

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