

Office 365 ProPlus: What is it?

What is Office 365 ProPlus?

Katy ISD has upgraded to Microsoft Office 365 ProPlus!

What does this mean for you??

All KISD staff members, and students (grades PK-12), may now **download FREE and FULLY FUNCTIONAL copies of Microsoft Office** on personal computers & devices!

** Available for both Windows and MAC**



Office 365 ProPlus Includes:

- MS Word
- MS Excel
- MS PowerPoint
- MS Outlook
- MS OneNote

**Please note that employees who leave the district will no longer have access to Office 365 ProPlus.*

Benefits

What's available through your FREE Office 365 ProPlus account? Well...a lot actually!

Office 365 ProPlus Benefits:

- Free for all staff and students of KISD
- 1 Terabyte of OneDrive cloud storage (20GB per file limit)

Office 365 ProPlus: What is it?

- Access to upload, create & edit MS Office Documents on mobile devices (Windows, Apple, Android)
- Free fully functional copies of the latest version of MS Office

How many devices can I install Office 365 ProPlus on?

- Up to 10 licenses are available to install on a desktop, laptop, tablets or mobile devices

Leaving the District

Once a student or employee leaves the district, their KISD provided Office 365 account is terminated.

IMPORTANT:

1. Any documents that have been saved in the user's OneDrive, which a user intends to access after leaving KISD, should be exported to external flashdrive, or other cloud storage service prior to termination of employment or transfer.
2. Staff members and students who wish to continue using Office 365 ProPlus, will need to check with their new school/employer or purchase a personal subscription to Office 365.

How to Login and install on a desktop/laptop

1. Go to <https://mykaty.katyisd.org>
 - a. Username: Katy ISD ID
Password: network password



A screenshot of a login page with a yellow background. It features a 'Login' heading, a 'User Name' label above a text input field, a 'Password' label above another text input field, and a blue 'Log In' button at the bottom right.

2. Click on the "Productivity" tab



3. Click on Microsoft Office 365 icon

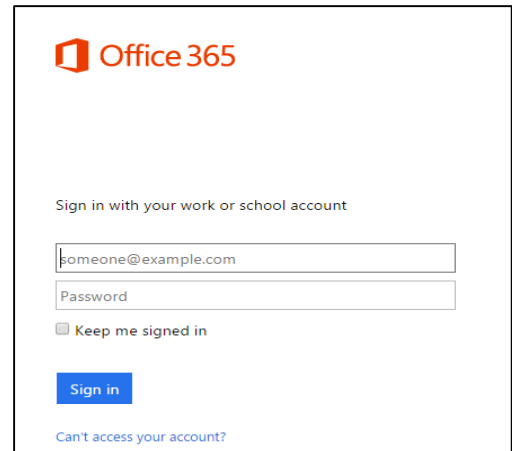
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4. Sign into the Microsoft Site using your Katy ISD email address and network password
example: G1012022@katyisd.org Password: xxxxxxxx

Teachers/Staff Username:
KISD ID@katyisd.org

Students Username:
KISD ID@students.katyisd.org

5. Click on “Sign in”



Office 365

Sign in with your work or school account

Someone@example.com

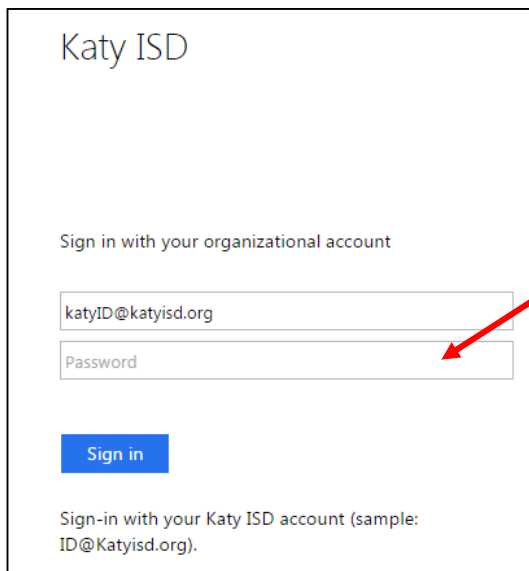
Password

Keep me signed in

Sign in

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

6. You will be redirected to KATY ISD Microsoft Login in, where you will type in your **password**



Katy ISD

Sign in with your organizational account

katyID@katyisd.org

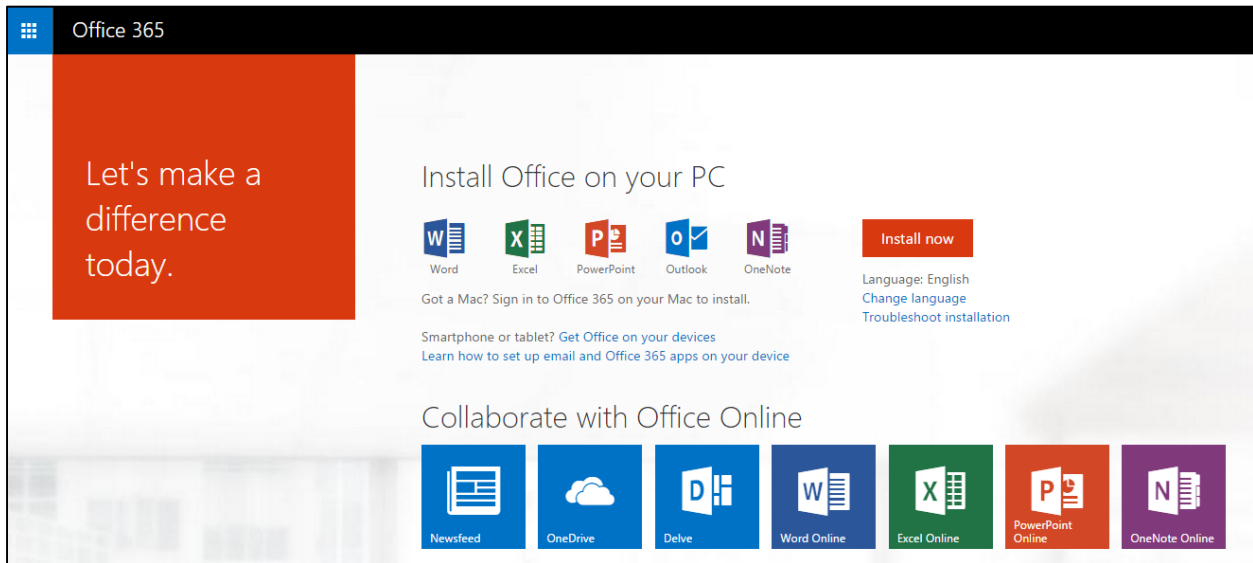
Password

Sign in

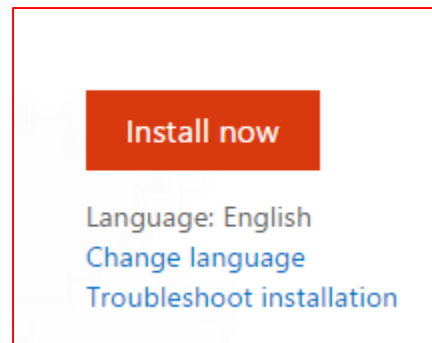
Sign-in with your Katy ISD account (sample: ID@Katyisd.org).

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7. Welcome to the Landing Page of Office 365 Plus

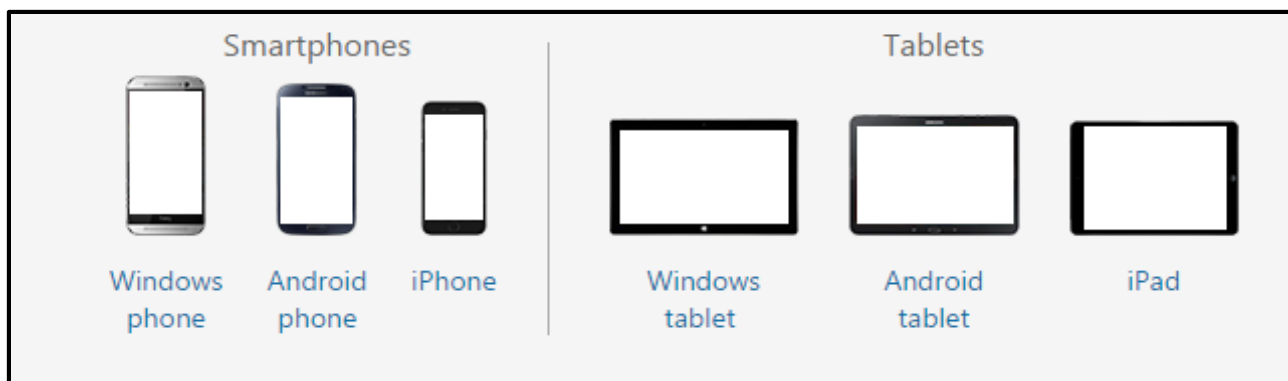


8. To download Office at home, click on the "Install now" button
9. The file will download to your Download folder
10. Double click on the file to install on your computer



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Installing on a mobile device



Installation Requirements:

- iPad - iOS 7.1 or later
- Windows Phone – Windows 7 or 8
- Android – Android OS 4.0 or later

Links to download apps:

- Windows Phone - <http://products.office.com/en-us/mobile/office-windows-phone>
- Android Phone - <http://products.office.com/en-us/mobile/office-android-phone>
- iPhone - <http://products.office.com/en-us/mobile/office-iphone>
- Windows Tablet - <http://products.office.com/en-us/mobile/office-windows-tablet>
- Android Tablet - <http://products.office.com/en-us/mobile/office-android-tablet>
- iPad - <http://products.office.com/en-us/mobile/office-ipad>