01Brent, Rachel V.

Mary Williams Elementary School

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Dumfries, VA 22026

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12/3/2021

Dear Parents of **\_\_\_\_\_\_\_\_\_\_\_\_\_**,

Prince William County Public Schools has purchased Microsoft’s Student Advantage Program for ALL PWCS students in grades K – 12. This gives your child free access to Office 365, a powerful learning and creative software to use at home and on the go. The Student Advantage Program permits downloading and use of the entire Office 365 suite (Word, Excel, PowerPoint, OneNote, etc) on up to five compatible PCs or Macs at **no charge to your student.** Please note that K-2 students do NOT have access to Mail (Outlook, the email program). However, they will use the Office 365 username and password to get into Clever which has many of the programs the students can use at home to practice valuable skills. The downloaded software can be used by family members too. It includes free automatic updates, and is good for as long as students remain in Prince William County Public Schools.

To use Office 365, open your browser and type **office365.pwcs.edu** in the address bar. Sign-in with the student’s username and password, exactly as printed below.

Username: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Password: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

To install Office 2016, click on Install Office 2016 and follow the prompts. Teachers and students can download Office 365 mobile apps for iPad, iPhone, Android and Windows Phones at no charge. Once they are installed, users will be prompted to login with the student information to verify the child as a PWCS student.

Although PWCS cannot provide technical support for personal computers and mobile devices, I can help your child with their username and password, should they run into difficulties.

Thank you.

Tamara Y. Bruce

Tamara Y. Bruce

Instructional Technology Coach

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