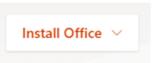How to Download and Install MS Office for your LCS Student

Lubbock Christian School's licensing agreement with Microsoft allows for each student to download and install one copy of MS Office. To download your student's copy of MS Office, follow these steps.

1. Go to office.com
2. Sign in with your student's username and password, assigned by LCS. This will be the username and password that your child has used to sign on to laptops and computers at school.
(firstname.lastname@eagles.lubbockchristian.org and password)
3. At sign on, the Office 365 dashboard will open.

4. To the right of the Office 365 greeting, "**Good afternoon,…**", there will be a button
5. Click and choose to download Office 365 application file.
6. The download will be called Setup.Def.en-us_O365ProPlusRetail_....exe
7. If the application does not start automatically, click the downloaded file. It is an executable file so it will be necessary for the computer account to have installation rights.
8. The application will download additional files from the internet.
9. After installation completes, open MS Word.
10. A prompt to "Activate" will pop up.
11. Click "Activate" and the application will be activated per your student's office.com account licensing through Lubbock Christian School's Microsoft agreement.
12. The entire MS Office suite will be activated.