

## **How to get Microsoft Office 365 at no charge.**

### Microsoft Office Professional Install Free for Employees

As a WCS Employee or student with an Office 365 account, you have the ability to install up to 5 licenses of Microsoft Office Professional at no cost to you.

To do so, follow these steps,

- 1.) Login to mail.office365.com using your @wcskids.net email account
- 2.) Click on your name in the upper right hand corner of the screen. A drop down window will appear.
- 3.) Click on **My Account**.
- 4.) A new screen will open. Under “Office Apps and Devices,” Click on **Install Office**.
- 5.) The software will automatically download as a file named “OfficeSetup.exe”. You’ll need to double-click on the file (location may vary due to browser settings) and follow the installation directions.