

February 4, 2016

Dear Colleagues,

I am pleased to share that starting today, parents and guardians will be able to download Microsoft software from <https://studentoffice.net/>, at no cost, on up to five of their family's computers and five of their family's tablets, smart phones, or other mobile devices. Much of this software has education-specific content that supports our students' academic improvement. In addition, familiarity with these tools will help students be prepared for college and careers.

This opportunity is made possible through the NYC Department of Education's partnership with NYC Council Speaker Melissa Mark-Viverito and Microsoft.

The free Microsoft products and features that will be available include:

- Office 365 ProPlus on Windows: Word, Excel, PowerPoint, OneNote, Outlook, Skype for Business, Access, InfoPath and Publisher installed on Windows
- Office for Mac Professional 2016: Word, Excel, PowerPoint, Outlook, OneNote
- Office for iPad, iPhone, Android: Word, Excel, PowerPoint, OneNote
- Cloud service
- Office Online

Families will be able to claim a download by going to <https://studentoffice.net/> and entering either of the following:

1. Student's date of birth AND a parent phone number, or
2. Parent email

Please note, the information that families enter to claim the download must match the information on their Blue Card on file with the school. Therefore, it is necessary that ATS have the most up-to-date parent contact information in order for the verification and download process to be successful. If families have trouble claiming the download, parents and legal guardians will be instructed to visit a school's main office to make any necessary changes to their contact information.

There is no deadline to claim the free software. Families may download the software as long as they have a child enrolled in a NYC public school.

As Office 365 is a Microsoft Cloud product, parents must create a Microsoft Cloud account in order to download the software. The studentoffice.net website contains not only information on how to create an account, download the software, but also answers to "Frequently Asked Questions." For technical assistance families may contact Microsoft Customer Service at: 1 (800) 642-7676.

Please find a letter to families [here](#) for students to backpack home today regarding how to download the software. The letter is available in 10 languages.

Warm regards,
Dorita Gibson
Senior Deputy Chancellor