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INFORMATION

Office of the Chief Technology Officer
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland

November 30, 2017

MEMORANDUM

To: All Principals

From: Peter Cevenini, Chief Technology Officer 

Subject: INFORMATION—Free Microsoft Office Suite for Students

Summary

The purpose of this memorandum is to inform you that all Montgomery County Public Schools (MCPS) students are eligible to download and install the latest version of the Microsoft Office software suite, Office 365 ProPlus, for free. Office 365 ProPlus includes the full suite of Microsoft applications such Word, Excel, and PowerPoint, as well as the ability to create, save, and share Microsoft Office files online. Students are able to download and install the Microsoft Office software on up to five PC or Mac computers free of charge. In addition to the computer applications, students can download the Microsoft Office mobile applications to their phones and tablet devices.

To help students and their families take advantage of this opportunity, staff in the Office of the Chief Technology Officer (OCTO) have created the following resources:

- Step-by-step directions for downloading and installing the software can be found on the [Parents and Students web page](#) and are available in English, Spanish, Chinese, French, Vietnamese, Korean, and Amharic.
- Office 365 Frequently Asked Questions (FAQ) can be found on the [Parents and Students web page](#).
- An e-mail drop box has been created for additional questions that may not be answered by the FAQ or Microsoft support by addressing inquiries to Office365@mcpsmd.org. OCTO staff will review inquiries and follow up within 24–48 hours.

To ensure students and their families are fully aware of this opportunity, formal and informal communication to the MCPS community will include the following:

- Reminders and notifications posted on the front page of the MCPS website;

- Information included in the MCPS IT Wire scheduled for distribution December 1, 2017;
- Information included in the MCPS QuickNotes parent newsletter scheduled for distribution December 13, 2017; and
- Ongoing notifications and posts via MCPS social media services including Twitter and Facebook.

Questions

- Please contact Mr. Charles L. McGee, director, Department of Infrastructure and Operations, at 240-453-2446 or via e-mail.

PC:sjk

Copy to:

Executive Staff
Directors of School Support and Improvement
Mr. McGee
Mr. Koutsos

Approved: _____


Andrew M. Zuckerman, Chief Operating Officer