**Free Office 365**

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**Sent:** Friday, April 11, 2014 3:46 PM  
**To:** Washburn, Valerie - CCHS Instructional Coach; Mefford, Rachel - College & Career Readiness Counselor; Fitzgerald, Kimberly NBCT  
**Cc:** Carlisle, Susan (Jefferson); Reisner, Caroline M (Jefferson)  
**Subject:** Office 365 2013 - FREE for Jefferson Students

Good afternoon, I wanted to let each of you know that now JCTC students can download the 2013 versions of Microsoft Office, including Microsoft Word, Excel, Publisher, and PowerPoint for FREE.

Students must access his/her e-mail account on the device he/she plans to install the program on. The tool icon on the right-hand side next to the name of the student will need to be clicked on. From there, click on the bottom option, Office 365 settings, install, and install again. The process takes about 5 to 10 minutes. This is a great resource for our students, especially if they are college bound. When I was a student, the student discount for these programs was between $75.00 and $100. To have this options for free is awesome.

I mentioned this to my group of Oldham county students but wanted to share with each of you to share with others.

Thanks!

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