

Accessing Your West Ada Student Email & Office 365 Account

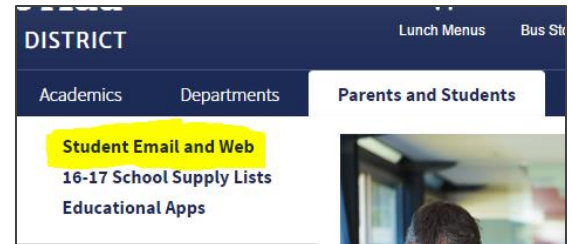
All 6-12th grade students are provided access to email through a West Ada Office 365 account. Outlook Web App (OWA) allows users to access information through Microsoft's cloud based technology.

Features & Benefit to Students:

- Unlimited Online storage in OneDrive
- Microsoft WebApps (Word, Excel, PowerPoint, OneNote)
- *Five free downloads of Microsoft Office Pro Plus for your home computers, with five additional free downloads of Office Apps for mobile devices such as tablets, iPads, and smartphones.*

Access your Email OWA Account:

1. Open the West Ada School District Website (www.westada.org)
2. Click on the Parents and Students tab
3. Select **Student Email and Web**. Click on the link to Student Email.
 - If you are accessing email from a **school** computer, you will automatically be signed in.
 - If you are accessing it from **home** your own personal device, you will be asked to enter a User Name and Password.



Username: Use the same username as you do when logging into a school computer with “@westada.org” Example: “alars1234@westada.org”

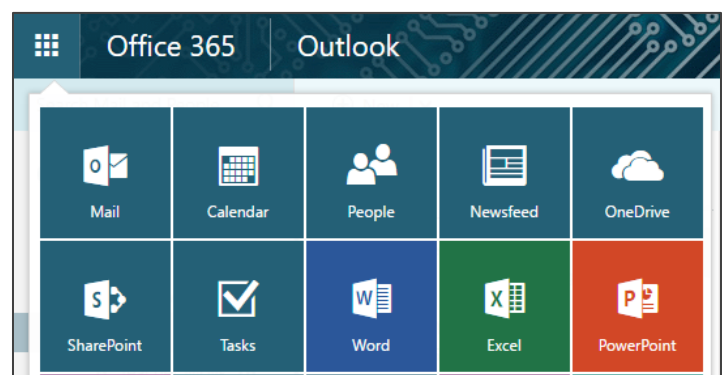
Password: *The same password you use at school*

Note: All email will be deleted after 90 days.

Access Microsoft Apps (OneDrive, Word, PowerPoint, Excel, ect.):

1. Log in to your email.
2. Click on the *waffle shaped* icon in the top left corner of the screen.
3. You can now choose from any of the tiled options in the window.

Microsoft OneDrive is the place where you can create folders, save pictures and documents, with **unlimited online storage**.

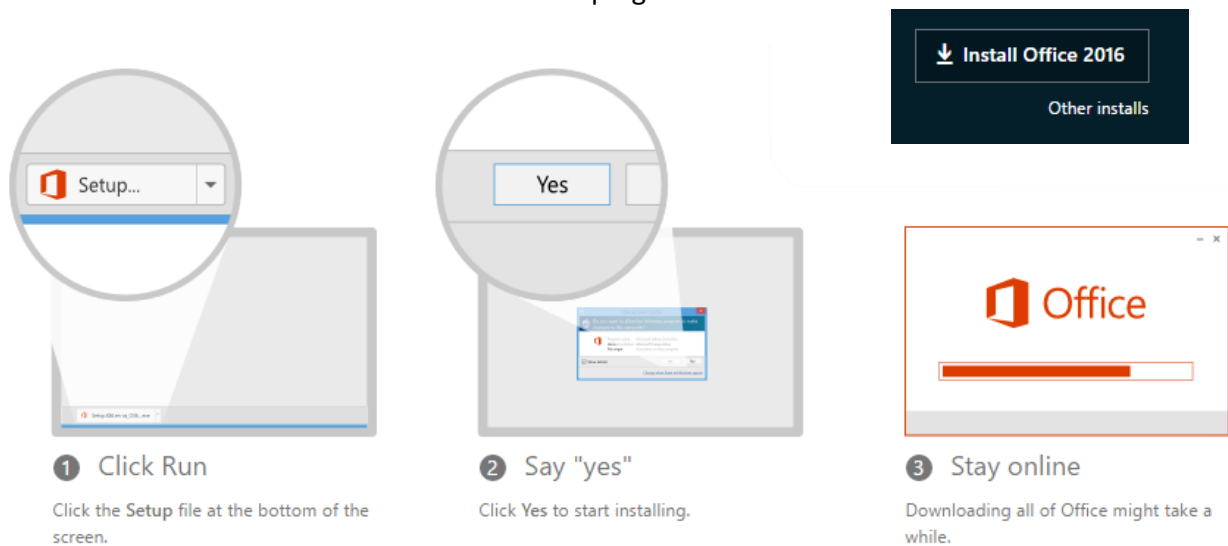


Installing Office Apps on Your Personal Devices:

Please note: West Ada school district does not provide support for the downloading and installation of Office Pro Plus on personal computers and personal devices. Use the links on the Install page to access installation information and troubleshooting tips.

How to download Office ProPlus for **FREE** on your home computers and personal devices:

1. Login to your **email account** on the device that you want to install the software on.
2. Click on the **OFFICE 365** link in the top left corner of the screen, just left of the waffle icon.
3. Click on the Install Office 2016 link at the top right of the screen.



When opening the Office application for the first time, you may be prompted to enter a product key or to login to an Office 365 account.

- Choose to login to an existing account.
- Login using your Student User Name and Password

What does Office 365 ProPlus include?

Office 365 ProPlus comes with a full version of Office and familiar Office applications like **Word, Excel, PowerPoint, Outlook, OneNote, Ondrive** and more.

Office 365 ProPlus is a user-based service and allows each West Ada staff student to install it on up to five PCs or Macs, and access Office mobile applications on tablets, iPads, and smartphones.

If have problems installing Office, visit Install Office on your PC or Mac with Office 365 for business (<http://aka.ms/Y0o21h>) for installation instructions. (Use the Office 365 for Business instructions.)