



Frankfort Middle School

"WV School of Excellence"

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Patricia A Twigg
Principal

Kevin D. Shupe
Asst Principal

Dear Parent/Guardian

In order to help our students be technologically prepared during their time in Mineral County Schools, Microsoft Office 365 is being provided to every student free of charge. With Office 365, your child will now have access to the latest version of Microsoft Office (Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Lync, and InfoPath).

The first step in this process is your child will be set up with a Webtop account at school. Your child will bring home their Webtop username and password along with their Office 365 email address and Office 365 password, which is their Webtop password.

Here is what you need to know about your Office 365 license:

- Install on up to five (5) compatible PCs and Macs, plus 5 tablets (including iPad)
- Use with OneDrive for automatic device syncing
- Gain valuable skills on the world's most popular productivity software
- Office subscription lasts for as long as Mineral County Schools has a contract with Microsoft

To install Office:

1. For PC and Mac:
 - a. Visit <http://portal.microsoftonline.com> (this is the student email site as well)
 - b. Log in with Office 365 email and password (same as Webtop password which will be set up at school)
 - c. Click on the words "Office 365" at the top left, click "Install" in the middle of screen and follow the install steps
2. For iOS and Android:
 - a. Download from your app store
 - b. iPad: Word, Excel, PowerPoint
 - c. iPhone
 - d. Android

Your child will need their Office 365 email address and password (Webtop password) to sign in. This will be provided to all students as long as their Acceptable Use Policy/Internet form is signed and returned. Furthermore, due to the limited technical support in the county, assistance will not be provided in setting up Office 365 on home devices. In addition, personal devices (laptops, tablets, phones, etc.) are not permitted in the schools and are unable to be connected to our school Internet; therefore, we cannot assist with your home installation process at school. We encourage you to take advantage of this valuable software package which is being provided to our students free of charge as long as the State continues to offer this valuable tool. Thank you for supporting technology in Mineral County Schools.

Sincerely

Patti Twigg

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