

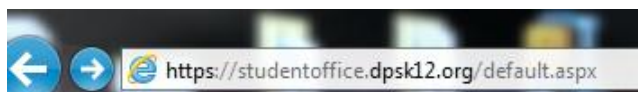
Quick Reference – Windows Downloading and Installing Microsoft Office for DPS Students

As part of Denver Public Schools' Microsoft contract, Microsoft Office is now available for DPS High School students to download. Please be aware that running either the PC or Mac versions of Office requires a newer computer. Please ensure your computer meets these system requirements:

Computer Requirements: PC with 1ghz processor with 1 gigabyte (GB) RAM (32-bit); 2 gigabytes (GB) RAM (64-bit), and 3gb hard disk space available.

For more information, see [64-bit editions of Office 2013](#).

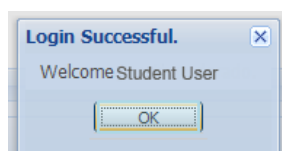
Connecting to Site



1. From your Web browser, go to <https://studentoffice.dpsk12.org>
**Note the "s" at the end of "https"*

2. Login with your:
 - a. Student ID
 - b. First name
 - c. Last name

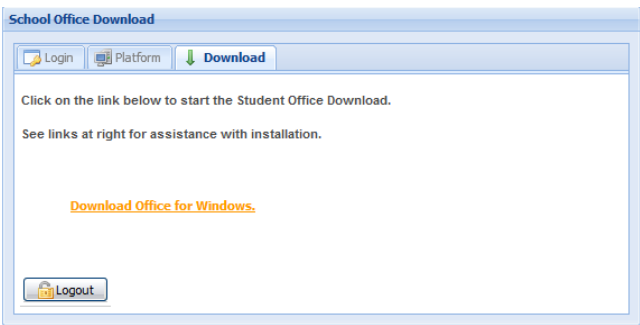
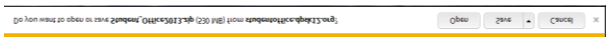
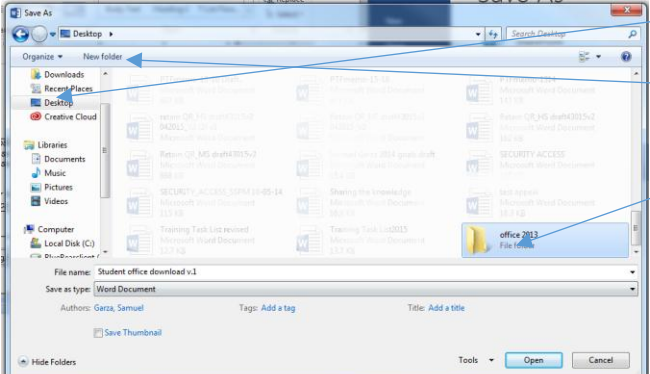

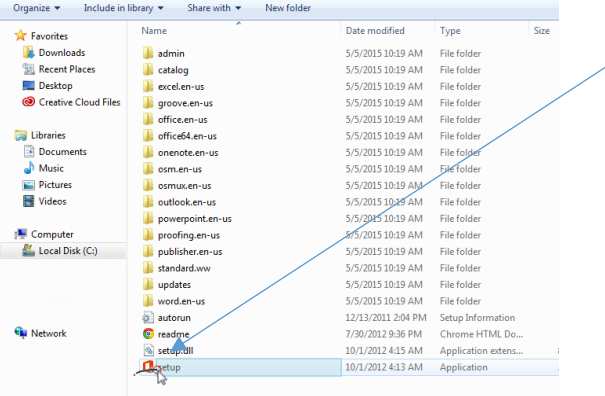
Important - Your first and last name *must* be your legal names, as they appear on your **school records**.



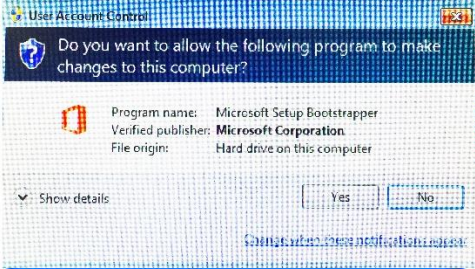

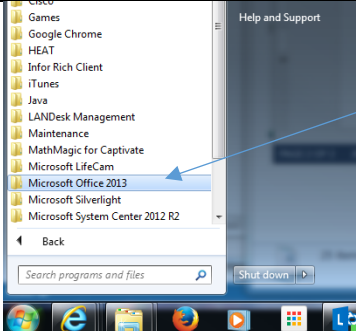
3. You will see the '**Welcome Student User**' window, click "OK".

4. Select "Windows".
5. Click "OK".

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	<p>6. Click on “Download Office for Windows”.</p>
<p>Saving the File</p>	
	<p>1. Select “Save” from the drop down menu.</p>
	<p>2. Click to select Desktop. 3. Create “New Folder”. 4. Name your new folder and double click on it to open. 5. Click “Save”.</p>
	<p>6. Once you Saved the Student_Office2013.zip, open it.</p>
<p>Installing Office 2013</p>	
	<p>1. Open the Office 2013 folder and Double-click on “Setup”.</p>

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 <p>The image shows a User Account Control (UAC) dialog box. The title bar says "User Account Control". The main text asks: "Do you want to allow the following program to make changes to this computer?". Below this, it lists: "Program name: Microsoft Setup Bootstrapper", "Verified publisher: Microsoft Corporation", and "File origin: Hard drive on this computer". There are "Yes" and "No" buttons. A "Show details" link is also visible.</p>  <p>The image shows the "Installation Progress" window for Microsoft Office Professional Plus 2007. It features a progress bar and the text "Installing Microsoft Office Professional Plus 2007...".</p>	<ol style="list-style-type: none">2. "User Account Control" will pop up.3. Click on "Yes"4. The installation process will take a few minutes.
 <p>The image shows a Windows Start menu search results window. A list of programs is displayed, including "Cisco", "Games", "Google Chrome", "HEAT", "Infor Rich Client", "iTunes", "Java", "LANDesk Management", "Maintenance", "MathMagic for Captivate", "Microsoft LifeCam", "Microsoft Office 2013", "Microsoft Silverlight", and "Microsoft System Center 2012 R2". A blue arrow points to "Microsoft Office 2013". The "Search programs and files" box is at the bottom, and a "Shut down" button is on the right.</p>	<p>Note: Office 2013 located it under "All Programs".</p>