

How to Install Microsoft Office on Personal Devices for Geneva 304 Students and Staff



As a benefit of our District's Microsoft licensing, we are able to provide every student and staff member the ability to install the latest version of the Office suite (Word, Excel, PowerPoint and OneNote) on their home computer(s), free of charge.

Using your student or staff Geneva304 email address and password, you will be able to install Office365 Pro Plus on up to 5 compatible PCs and Macs, plus 5 tablets, including iPads.

The ability to use this version of Office will continue for as long as the student is enrolled or staff member works in Geneva CUSD 304 and the district continues to maintain Office 365 email accounts.

Follow these steps on the device you wish to install the free version of Office.

1. Visit <http://www.geneva304.org>
2. Click on Students at the top of the page.
3. Click on the Student Email/Office 365 link. This link also works for staff members.
4. Login with your staff member or student's email address. It is their StudentID@geneva304.org and password. If you and your child do not have their login information, contact Geneva CUSD 304 Technology Department at 630-463-3070.
5. If your student has never logged into Office 365 it will prompt for setup information like time zone.
6. Once set up, click on the Office 365 button in the top left of the screen.
7. Next click on Install Office 2016 in the top right of the screen.
8. Follow the on screen prompts.