

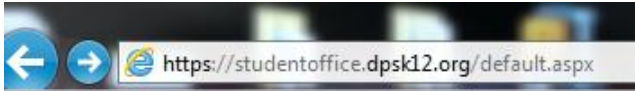
Quick Reference – Windows
Downloading and Installing
Microsoft Office for DPS Students

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:

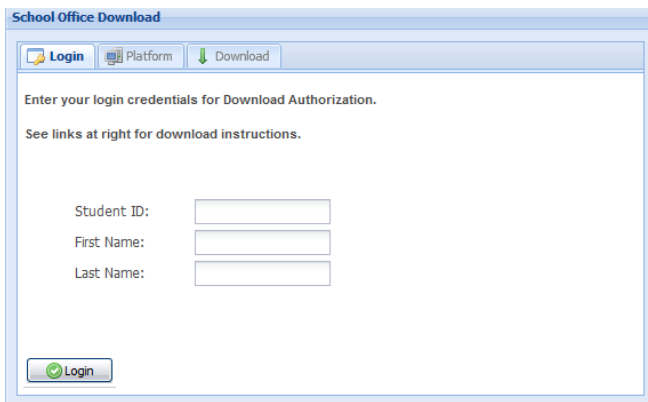
Computer Requirements: PC with 1ghz processor with 1 gigabyte (GB) RAM (32-bit); 2 gigabytes (GB) RAM (64-bit), and 3gb hard disk space available.

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

Connecting to Site

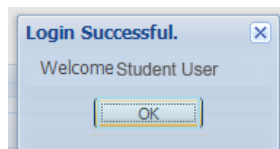


1. From your Web browser, go to <https://studentoffice.dpsk12.org>
**Note the "s" at the end of "https"*

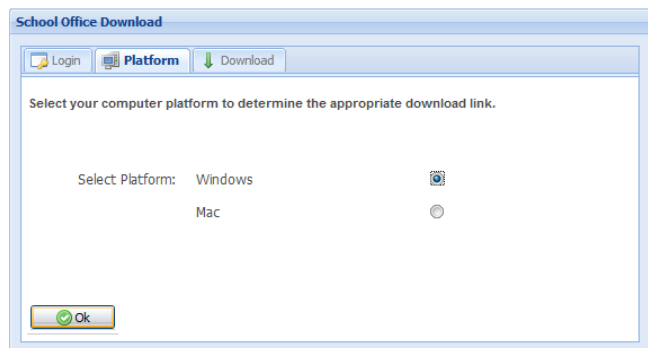


2. Login with your:
a. Student ID
b. First name
c. Last name

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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6. Click on “Download Office for Windows”.

Saving the File

1. Select “Save” from the drop down menu.

2. Click to select Desktop.
3. Create “New Folder”.
4. Name your new folder and double click on it to open.
5. Click “Save”.

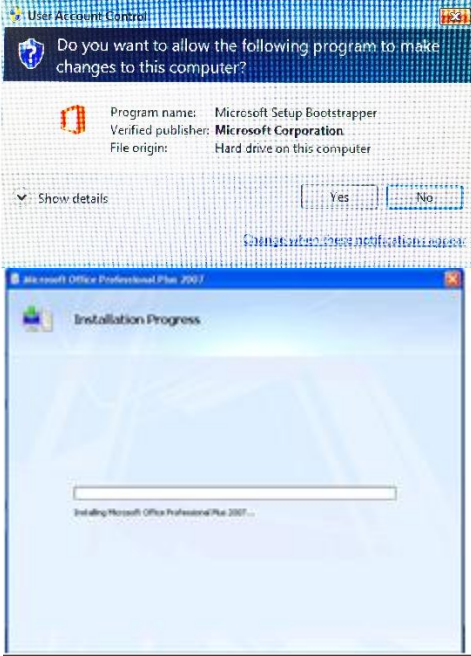
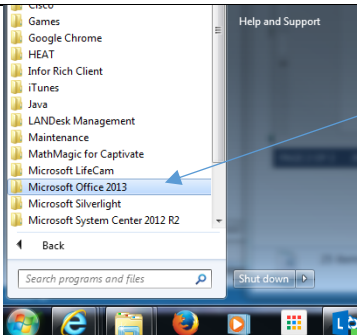
6. Once you Saved the Student_Office2013.zip, open it.

Installing Office 2013

1. Open the Office 2013 folder and Double-click on “Setup”.

Name	Date modified	Type	Size
admin	5/5/2015 10:19 AM	File folder	
catalog	5/5/2015 10:19 AM	File folder	
excel.en-us	5/5/2015 10:19 AM	File folder	
groove.en-us	5/5/2015 10:19 AM	File folder	
office.en-us	5/5/2015 10:19 AM	File folder	
office64.en-us	5/5/2015 10:19 AM	File folder	
onenote.en-us	5/5/2015 10:19 AM	File folder	
osm.en-us	5/5/2015 10:19 AM	File folder	
osmuk.en-us	5/5/2015 10:19 AM	File folder	
outlook.en-us	5/5/2015 10:19 AM	File folder	
powerpoint.en-us	5/5/2015 10:19 AM	File folder	
proofing.en-us	5/5/2015 10:19 AM	File folder	
publisher.en-us	5/5/2015 10:19 AM	File folder	
standard.wv	5/5/2015 10:19 AM	File folder	
updates	5/5/2015 10:19 AM	File folder	
word.en-us	5/5/2015 10:19 AM	File folder	
autorun	12/13/2011 2:04 PM	Setup Information	
readme	7/30/2012 9:36 PM	Chrome HTML Do...	
setupfull	10/1/2012 4:15 AM	Application extens...	
setup	10/1/2012 4:13 AM	Application	

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 <p>The top image shows a User Account Control dialog box asking, "Do you want to allow the following program to make changes to this computer?". The program details are: Program name: Microsoft Setup Bootstrapper, Verified publisher: Microsoft Corporation, File origin: Hard drive on this computer. There are "Yes" and "No" buttons. Below it is a screenshot of the Microsoft Office Professional Plus 2007 installation progress window, showing 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 bottom image shows a Windows Start menu search window. The search results list several programs, with "Microsoft Office 2013" highlighted. A blue arrow points from the text in the adjacent cell to this entry. The search bar contains "Search programs and files" and there is a "Shut down" button at the bottom right.</p>	<p>Note: Office 2013 located it under "All Programs".</p>