

February 4, 2016

Dear Parent/Guardian,

I am pleased to announce that starting today, you will be able to download Microsoft software from <https://studentoffice.net/>, at no cost, on up to five of your family's computers and five of your family's tablets, smart phones, or other mobile devices. Much of this software has education-specific content that supports our students' academic improvement. In addition, familiarity with these tools will help students be prepared for college and careers.

This opportunity is made possible through a partnership with NYC Council Speaker Melissa Mark-Viverito, Microsoft, and the NYC Department of Education.

The Microsoft products and features that will be available include:

- Office 365 ProPlus on Windows: Word, Excel, PowerPoint, OneNote, Outlook, Skype for Business, Access, InfoPath and Publisher installed on Windows
- Office for Mac Professional 2016: Word, Excel, PowerPoint, Outlook, OneNote
- Office for iPad, iPhone, Android: Word, Excel, PowerPoint, OneNote
- Cloud service
- Office Online

You will be able to claim a download by going to <https://studentoffice.net/> and entering either of the following:

1. Your child's date of birth AND a parent phone number, or
2. Parent email

Please note, the information that you enter to claim the download must match the information on your Blue Card on file with the school. Therefore, it is necessary that we have your most up-to-date information in order for the download process to work. A student's legal guardian may visit our main office to make any necessary changes to their contact information. You may be requested to present government-issued photo identification in order to update your contact information. Please allow up to 10 days after any changes for your information to be updated in the system.

There is no deadline to claim the free software. Families may download the software as long as they have a child enrolled in a NYC public school.

As Office 365 is a Microsoft Cloud product, you must create a Microsoft Cloud account in order to download the software. The studentoffice.net website contains not only information on how to create an account and download the software, but also answers to "Frequently Asked Questions." For technical assistance, once you have successfully completed the download, please contact Microsoft Customer Service at: 1 (800) 642-7676.

Sincerely,

Principal