



...and why you should continue reading.

Liberty UHSD continues to work with Microsoft to ensure the most effective and efficient ways to move forward with its usage of resources included within Office 365.

*At no cost to you as a district employee/student, **you have access to:***

- **5 Licenses to Microsoft Office Suite** – downloadable to any personal device (i.e. tablet, cell, home comp.) that auto-upgrades as new versions of Office are released. **DO NOT INSTALL ON LUHSD DEVICES** as this will interfere with previously downloaded software on computer.
- **1 TB of storage** – information is now accessible from any device that can access the internet
- Collaborative file sharing, convenient access to docs, and other cloud-based (Google, DropBox, etc.) functions that systems offer.

To access Office 365, visit office.luhsd.net (no “www”)

Staff:

Username is staff email address network login (example: airolat@luhsd.net)

Password is network password (same as your login to computer at startup)

Students:

Username: (Student ID)[@luhsd.net](mailto:1234567@luhsd.net) (example: 1234567@luhsd.net)

Password is same as network login (Date of birth YYYYMMDD)