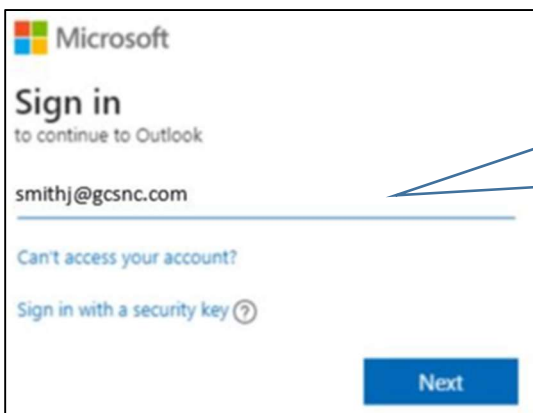# Download Microsoft Office to Windows PC

Guilford County Schools has partnered with Microsoft and is pleased to offer employees and students license to download and install Microsoft Office on up to (5) personal devices with an active GCS user account.

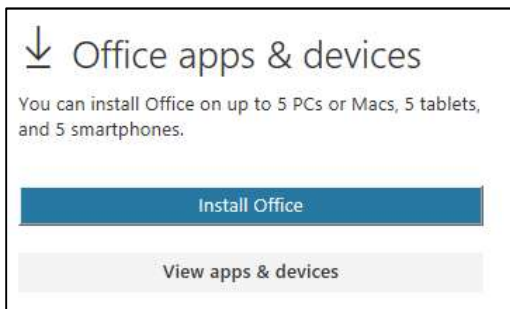To download **Microsoft Office** to your Windows device, please follow the instructions below.

- **Open a web browser** (Google Chrome or Microsoft Edge)
- **Go to:**   **https://portal.office.com/**
- Sign in using your **GCS username** (*see below*) and **password**. For students, your password is your birthdate in the following format: MMDDYYYY (*unless it has been changed by you or GCS Technology Services*).

Students:
studentID@stu.gcsnc.com

Employees:

username@gcsnc.com

- Once you are signed in, **click on Your Name** in the top right corner.
- Click **View Account**.
- Click the **Install Office button** and follow the instructions.

For Additional Help:

Email: helpdesk@gcsnc.com

Phone: 336-370-8179