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## Attention Parents and Students!

Thanks to Microsoft's Student Advantage Program, all students in Grades 6 -12 currently enrolled in the Montville Public Schools are eligible to download and use Microsoft Office for free.

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**Here's how you log into the Office 365 Portal and access your software:**

1. Go to the District website and choose **Office 365 Portal** from the **Quick Links** menu
2. In the **User ID** spot, type your **network username@student.montvilleschools.org**  
Example: jsmith@student.montvilleschools.org
3. In the **Password** space, type your **network password**
4. Click on **OK**