



ST. LOUIS SCHOOL
Circular No. 147 (16-17)

10th January, 2017

Dear Teachers, Parents/Guardians and Students,

Re: Free Office 365 for Education Subscription

1. All students and staff are eligible to enjoy the free Microsoft Office 365 for Education Subscription services throughout school year 2016-2017.
2. Each eligible subscriber can go to Microsoft Office Portal Site (<https://portal.office.com/>) to download and install Microsoft Office 2016 legally for free (up to 5 devices).
3. S1 students will receive an email with subject "New or modified user account information" from Microsoft Online Services Team after 10 Jan 2017 while S2 to S6 students should refer to the account information received through email in the last school year. The email contains the login information and instructions.
4. For those who need technical support (including reset account password), please feel free to contact our IT technicians Mr. Ng or Mr. Yeung in person.



Yu Lap Fun Peter
Principal