

Free access to Microsoft Office for King County computer users

Last March KCIT introduced Office Professional Plus for Office 365, which allows all employees with an active Office 365 (SharePoint Online) account an opportunity to use the latest version* of Microsoft Office on up to five work and personal computers (and other devices, such as tablets) at no charge.

** Please note that most county computer users are on Office 2010. Office 2013 is available to download at home, or you can also download Office 2010 if you prefer to remain consistent with what you are using at work*

Login from the machine you want to install Office on, by going to <http://sharepoint.kingcounty.gov/MSOffice> and log into Office 365.

If you are part of the KC domain, follow Instruction 1 below. If you are part of another domain, follow Instruction 2. If you don't know your domain, ask the IT Service Center.

- 1. INSTRUCTIONS FOR KC DOMAIN:** Your username is the same as your network ID followed by @kingcounty.gov [example: strohms@kingcounty.gov]
 - o Your password is your network password
- 2. INSTRUCTIONS FOR OTHER DOMAINS:** Your username is the same as the one you use when logging into County email, followed by @kingcounty.gov . Likewise, your password is the same as the one you use when logging into County email.

Once logged in, follow the download instructions.

Frequently Asked Questions

How will I know if I have an active Office 365 (SharePoint Online) account?

If you don't know whether you have an Office 365 account, simply try logging into SharePoint Online via the instructions above or ask your manager.

I'm being asked for a Subscription ID/organizational account. What do I do?

Use your network ID followed by @kingcounty.gov; this is your Office 365 username.

I'm being asked for a Product code. What do I do?

You should not be asked for a product code, and may be activating Office through the Control Panel which is not necessary. Once you run setup, it will install the product. Then, you click through the wizard and when it completes, it will go to the subscription verification process. This is where you will enter your subscription ID which is your Office 365 logon.

I'm being asked for a Key code. What do I do?

After the installation, click "CONTINUE ONLINE," which is when the Subscription ID field appears. Once signed in, it goes through the verification process to determines if you have a license in Office 365.

I have a Mac at home, how can I get a version for OS X?

Follow the instructions above, and choose the appropriate operating system when downloading Office.

I have a Surface, or other personally owned computer or device and I'd like to install software. Who can help?

If you need help installing software on a personally owned computer or other device, please contact Microsoft support. KCIT does not provide support for personal devices.

For general questions about the program, logging into Office 365, or if you cannot access the download page, contact the IT Service Center at helpticket@kingcounty.gov or dial 263-4357