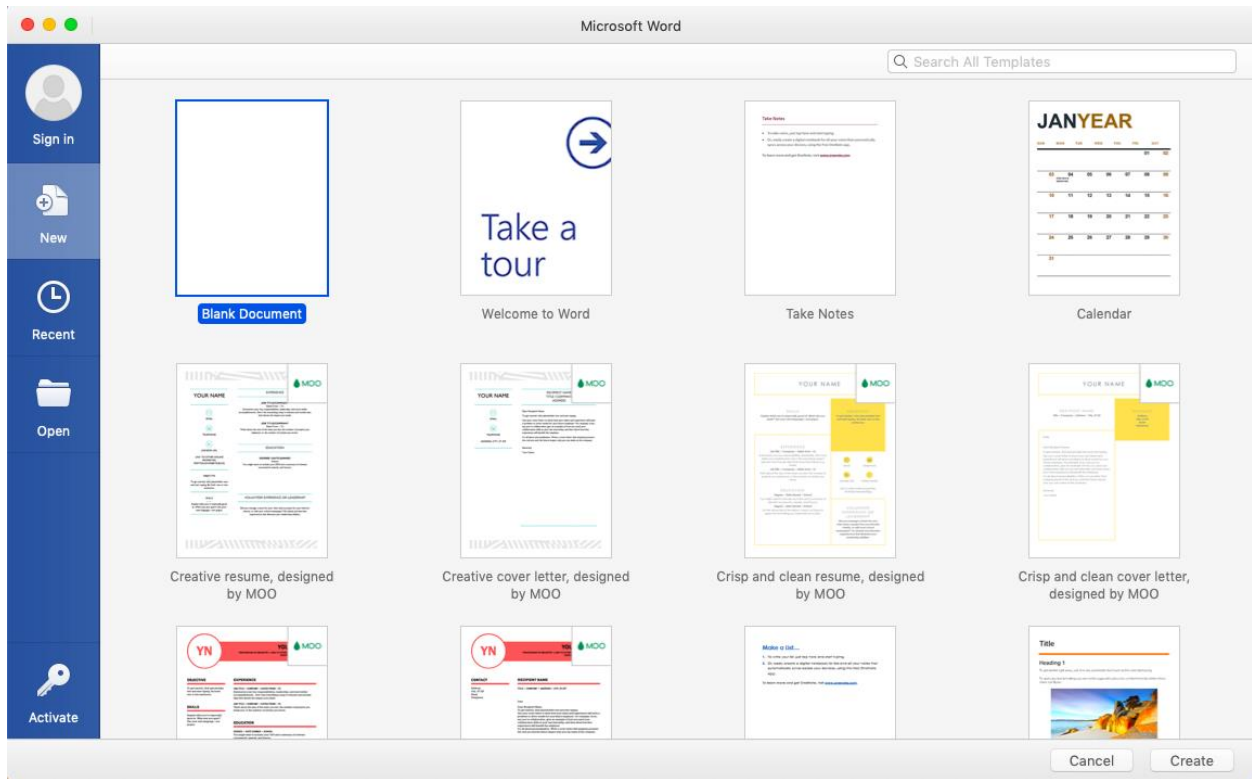
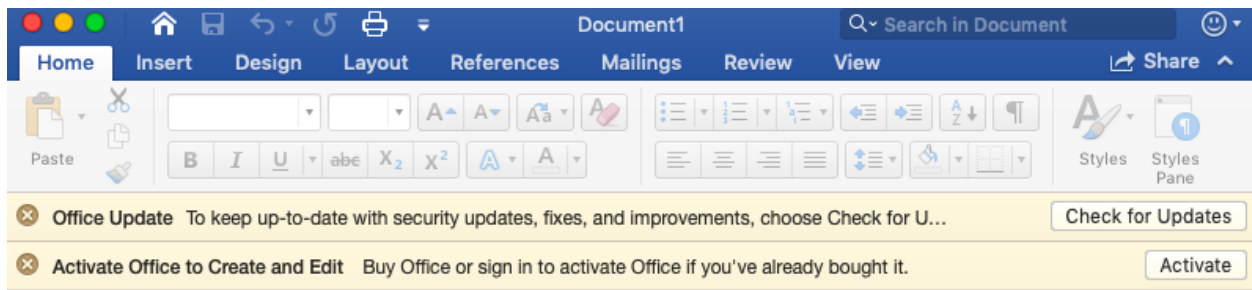


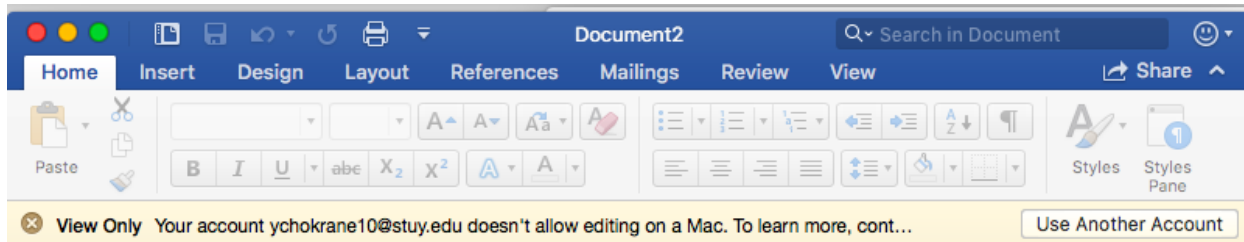
This is the detailed instructions on what to do to activate/enable document creation and editing of files on any Microsoft apps:

1. Open any Microsoft app (in this case, Microsoft Word)
2. Make sure that the user is signed in to their district account. If they are not signed in, click on the sign in button on the upper left side of the app window



3. Create a document and notice the yellow notification bar below the app ribbon. One of them should say that the user only has a **View Only** permission or **Activate Office to Create and Edit**. Click on the **Use Another Account** button or **Activate** button. This will prompt the user to sign in to their district account.





4. If the button pressed is **Activate**, you will be prompted with this screen before letting the user login. Simply click on the **Sign in** button at the lower part of the prompt.

