



**ST. LOUIS SCHOOL**  
Circular No. 019 (23-24)

1<sup>st</sup> September, 2023

Dear Teachers, Parents/Guardians and Students,

**Re: Free Microsoft 365 for Education Subscription**

1. All students and staff are eligible to enjoy the free Microsoft 365 for Education Subscription services throughout school year 2023-2024.
2. Each eligible subscriber can go to Microsoft Office Portal Site (<https://portal.office.com/>) to download and install Microsoft Office 365 legally for free (up to 5 PCs/Macs + 5 Mobile phones + 5 Tablets).
3. S1 students should have received an email with subject "Account information for new or modified users" from Microsoft Online Services Team. The email contains the login information and instructions. S2-S6 students should have received the email in the previous school year. The account format is [slsxxxx@stlouishk.onmicrosoft.com](mailto:slsxxxx@stlouishk.onmicrosoft.com). (where xxxxx is the student id)
4. For those who need technical support (including reset account password), please feel free to contact our IT technicians Mr. Max NG or Mr. Ivan CHAN at IT Support Room.



Dr. YICK Ho Kuen  
Principal