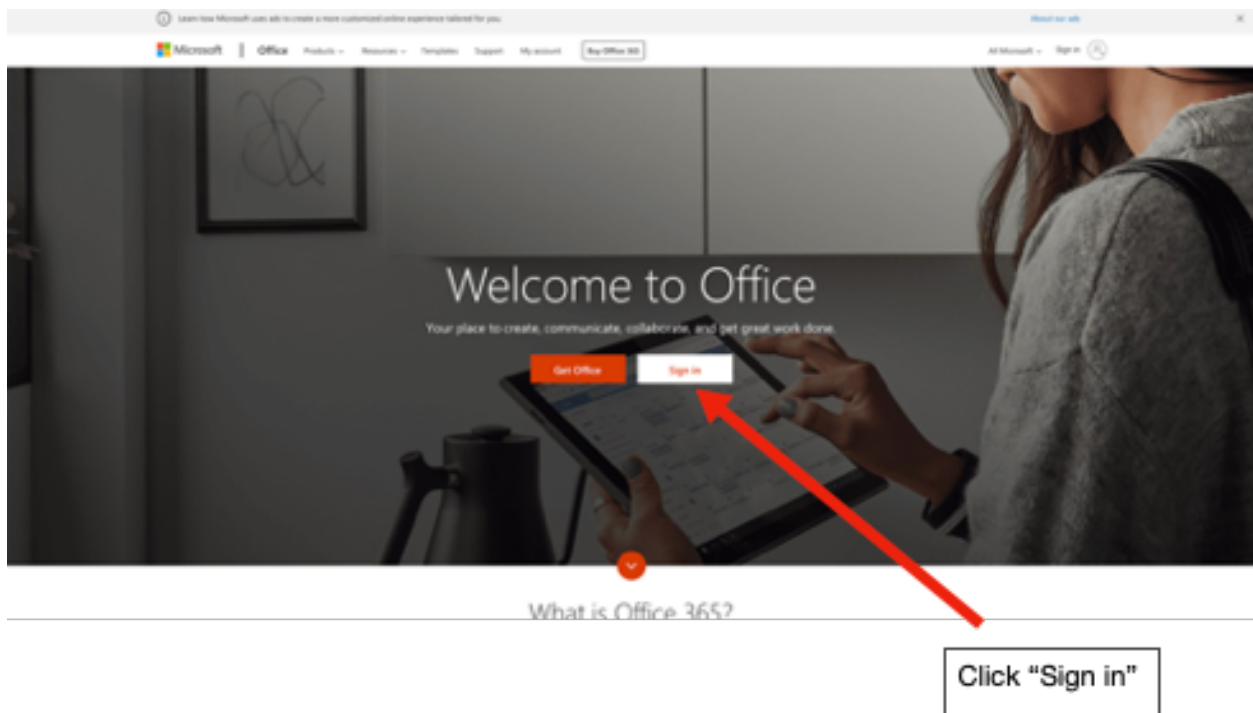


Student Guide to Installing Office 365 and Microsoft Teams on your home computer

To install Office (Desktop version)

While Office 365 tools are handy for quick edits and work processing, you may want to access to the full features of the desktop version of Office while working from home or your own personal laptop. Your Office 365 account allows you to download and install the full desktop version of the Office 365 applications. This is free of charge!

- 1) Open your browser and navigate to office.com



- 2)



3)

The image shows a two-step process for installing Office 365 apps. The first step shows the main app launcher with a callout box: "Click on Install Office and select Office 365 apps". A red arrow points from this box to the "Install Office" dropdown menu in the top right corner. The second step shows the "All apps" view with a callout box: "Click on All Apps to see the full list of Office 365 apps available to students". A red arrow points from this box to the "All apps" button in the first screenshot. A third red arrow points from the "Microsoft Teams" app icon in the second screenshot to a callout box: "Microsoft Teams".

Click on Install Office and select Office 365 apps


Click on All Apps to see the full list of Office 365 apps available to students

Microsoft Teams

The program will start to download immediately - you should see a pop-up window (shown below). Once the download is complete, click "Run" when prompted and then click "Yes" to install the program.

4) Connect to your Office 365 account — after the program is installed, you will need to sign in with you Office 365 user name and password. This is necessary to authorize your subscription.

Just a few more steps...



- 1 Click Run**
Find it at the bottom of the screen or press Alt+N.
- 2 Say "yes"**
Click Yes to start installing.
- 3 Stay online**
After installation, start Office and sign in with the account you use for Office 365: E17081@sd41.bc.ca.

Need help installing?