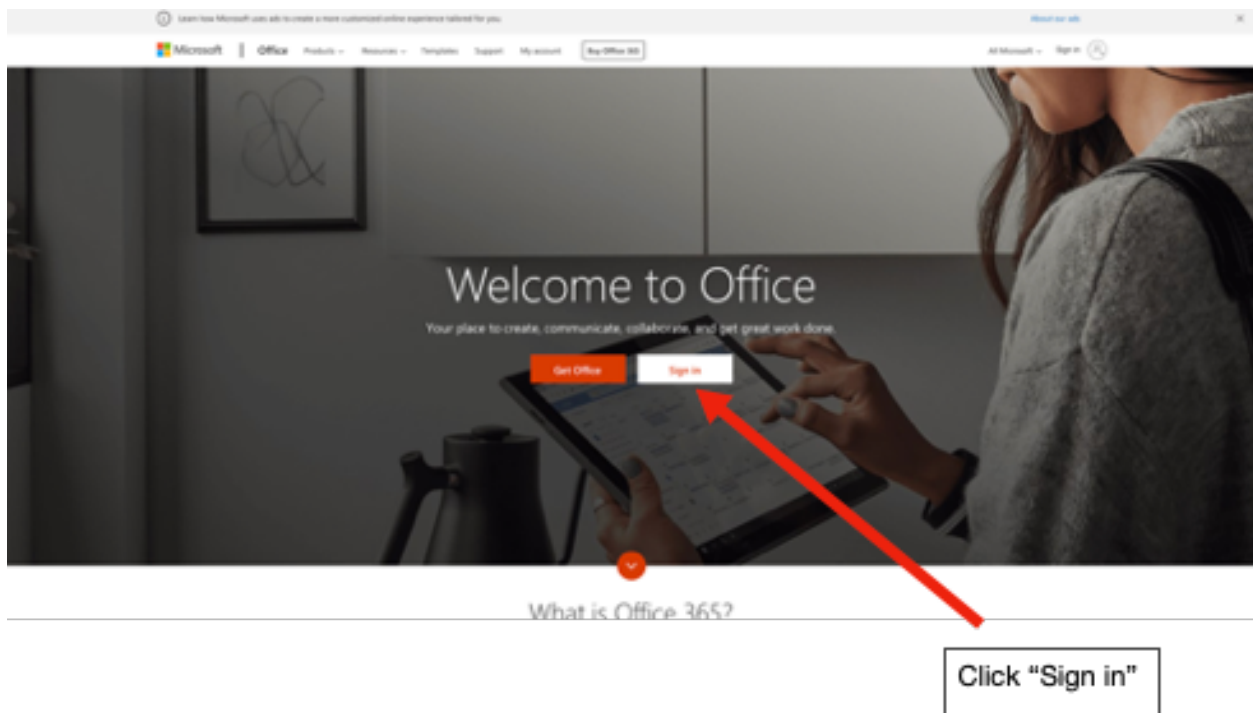


Student Guide to Installing Office 365 and Microsoft Teams on your home computer

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 top screenshot shows the main app launcher with a grid of icons including Start new, Outlook, OneDrive, Word, Excel, PowerPoint, OneNote, Teams, Forms, and All apps. A red arrow points from a text box above to the 'Install Office' dropdown menu, which is open and shows 'Office 365 apps' as the selected option. The bottom screenshot shows the 'All Apps' view, displaying a grid of various Office 365 applications such as Bookings, Calendar, Class Notebook, Dynamics 365, Excel, Forms, Kaizala, MyAnalytics, OneDrive, OneNote, Outlook, People, Planner, Power Apps, Power Automate, Power BI, PowerPoint, Staff Notebook, Stream, Sway, Tasks, Teams, To Do, Video, Whiteboard, Word, and Yammer. A red arrow points from a text box below to the Microsoft Teams icon in the grid.

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@w441.bc.ca.

Need help installing?