## **Installing Office 365**

Students at Marion Local Schools may access Office 365, a limited version of Microsoft Office, using their school username and password on the Office 365 website. They may also download up to five copies of Office 365 on personal devices. Please follow the instructions below to access this resource.

\*\*Prior to downloading Office, any previous versions need to be uninstalled.

- 1. Go to the website http://portal.office365.com
- 2. In the first box, students will enter their Marion Local username followed by **@office.marionlocal.org**
- 3. In the second box, enter the associated school password
- 4. Click the blue **Sign in** button
- 5. Your screen should look similar to the picture below

Office 365				₽ Search	ı							P	0	?	GM
	Good afte	ernoon									nstall Office 🗸				
	+	0	•	w	×		N	4	uji	N	S				
	Start new ~	Outlook	<u>OneDrive</u>	Word	Excel	PowerPoint	OneNote	SharePoint	Teams	Class Notebook	Sway				
	•	A	$\rightarrow$												
	Forms	Admin	All apps												

6. Click the drop down arrow next to Install Office and then click Office 365 apps

Office 365				₽ Search	1					<b>P</b> 🐵	?	GM
	Good afte	ernoon							Install Office 🗸			~
	+	<b>P</b>	•	W	x	•		4	Office 365 apps Includes Outlook, OneDrive for Business, Word, Excel, PowerPoint, and more.	$\rightarrow$		
	Start new 🗸	Outlook	OneDrive	Word	Excel	PowerPoint	OneNote	SharePpint	Other install options Select a different language or install other	)		
	Forms	Admin	→ All apps						apps available with your subscription.			
	Recent Pinn	ed Shared	with me Di	scover					$\overline{\uparrow}$ Upload and open $\equiv$ ~			

## 7. Click Save File

	2- Search			
Opening Setup.	Def.en-us_O365ProPlusRetail_02486bb3-9f04-4053-9f0	12 ×		
Good You have chose	en to open: <b>is3-9f02-c3cd28662052_TX_PR_Platform_def_b_64</b> Binary File (5.3 MB)	.exe		Install Office 🗸
from: htt Would you like	ps://c2rsetup.officespps.live.com			S 🛽
Start ne	Save File	ncel		Sway
	Save File	Yes		
Forms A				l open 🚍
Computer A	Click Run	Ø Say "yes"	Stay online	
OneDrive for E	If asked, click Save File, then run the file.	Click Yes to start installing.	After installation, start Office and sign in with the account you use for Office 365; muellerg@office.marionlocal.org.	
				re in OneDrive
	Close Need help installing?			
OneDrive		Sharer One		
Recent folders		Frequent sites		

- 8. Once the file is downloaded, find it in your downloads folder and open it
- 9. Click Yes
- 10. You should then see the following screen (this will take a while to download)

Office 365	,O Search	L <sup>®</sup> 4
Good evening	Microsoft	× Install Office ×
Image: Start new Outlook   Start new Outlook   Forms Admin	🚾 🖬 <mark>1</mark> 😼	s Sway
Recent Pinned Shared · Computer Apps OneDrive for Business » »	Please stay online while Office downloads We'll be done in just a moment.	d and open

11. When the download is finished you will see the following screen

	o I	-	W	x	P	N	6	Thi	N	
	Just a few	more st	teps	Micr	osoft					
nr pu	Save	File								
	Clic If asked, cl	k Run lick Save File,	then run the fi			P				
s					You	u're all set! Click Star	Office is ins t to view your a	talled now		
N. rive	Close	Need Documents	d help installi FeB-ro				Close			

- 12. Click Close
- 13. Click in your start menu and type Word and open it
- 14. It will prompt you to activate your account.
- 15. Click Continue
- 16. Enter your username, students will enter their Marion Local username followed by **@office.marionlocal.org**
- 17. Enter the associated school password