

## How To Register and Install Office 365

### TO REGISTER THE FIRST TIME

- Go to the website: <http://office.com/getoffice365>
- Click on **STUDENT** or **TEACHERS** in the middle of the screen.
- Enter your **email address**
- Click **GET STARTED**
- Click **I'm a Teacher (Students should click I'm a Student)**
- You should see a message that you already have an account, click **CONTINUE**
- Log in with your email address and network password and click **SIGN-IN**
- Click **START**, or if you get a warning, click **OK GOT IT**. Then follow the prompts.
- When finished, your screen should be full of Office Tiles such as Word, Excel, OneDrive, etc.
- To set up your external storage, click on the **ONEDRIVE** icon (blue clouds) and follow the prompts to configure **ONEDRIVE FOR BUSINESS**
- Click on the person icon in the upper right hand corner and choose **SIGN OUT**

### TO LOGIN AND DOWNLOAD SOFTWARE AFTER REGISTRATION

- Go to the website: <http://office.com> and choose **SIGN IN** in the upper right hand corner
- Enter your **Line Mountain Email Address** and **Password** and click on **SIGN IN**
- If prompted, choose **WORK ACCOUNT**
- At the top of the screen, click on **INSTALL OFFICE 2016 (or choose OTHER INSTALLS for previous version)**
- Run the **SETUP** program to install onto your PC.
- The installation website changes often so simply follow the prompts for installation.
- If you receive a message stating you are trying to install the **incorrect version of Office (32 bit or 64 bit)**, then click on **CHOOSE LANGUAGE** and click on the drop down to choose the correct 32 or 64 bit version that is being requested.
- If you are not sure of the version, back on your desktop, **RIGHT CLICK** on **COMPUTER** and choose Properties. If you are running 64-bit, you will see the phrase *64-bit Operating System*.
- Press the **INSTALL** button to install the software. And choose **SAVE** and then **RUN**
- This will install all of Office locally onto the computer
- Once Office 365 is downloaded and installed on your computer, launch Word or Excel. You must first log in to activate the product. Click **SIGN-IN** in the upper right hand corner to sign into Office 365. Once you log in, you will not need to log in when running Office locally on your home PC.
- Before you are able to use OneDrive's cloud storage, you must set up OneDrive Online in the next section.
- To configure OneDrive on your local installation, click on File/Open and choose **ADD DRIVE**.
- Choose Sharepoint which will install OneDrive For Business (or OneDrive For Line Mountain School District)

## How To Use Office 365 OnLine and Use OneDrive

- If you want to run **Office 365 OnLine**, go to the website: <http://office.com> and choose **SIGN IN** in the upper right hand corner
- Enter your **email address** and then **NEXT**
- If prompted, choose **WORK ACCOUNT** and then enter your password.
- Click on **OFFICE 365**, you'll see tiles in the middle of the screen (**WORD ONLINE** for example)
- Click on **ONEDRIVE** to view documents stored to the cloud. You must complete the **OneDrive Wizard** before you can use Office 365 Online
- Click on **WORD ONLINE** or **EXCEL ONLINE** to run the program online at any computer that has access to the internet. Again, if you downloaded and installed Office 2013 locally onto your computer, you do not need to run Office OnLine. Office OnLine only needs to be used if you are at a computer that does not have Office 2013 installed. Office 365 OnLine will allow you to log in and run the Office Products from any computer that has access to the internet.
- Close **WORD ONLINE** when finished or go back to the original browser window that remains open.
- In order to sync, or share, documents, documents must be saved to **ONEDRIVE FOR BUSINESS**. OneDrive is storage on **Microsoft's Cloud** that only you can get to. When choosing a document from OneDrive, you must click on **EDIT WORKBOOK** or **EDIT DOCUMENT** in order to make changes to your document. Office OnLine saves documents automatically, there is no **SAVE** button.

- When running Office365 Online, there is an **UPLOAD** button where you can copy files from your computer or your home folder and place in OneDrive.
- Again, in order to share a document between devices, you must have the document on OneDrive and you must use the online version of Microsoft Office 2013.
- Always click on the drop down next to your name and **SIGN OUT** when finished.

### **How To Use Install and use Office 365 on Tablets**

- These are the instructions to use the Office Apps on Apple Devices such as the iPad
- Go to the APPS store and search for Microsoft Office, or Microsoft Word, Excel, and Outlook
- Download the Apps. This will require your own personal Apple ID and Password, NOT your Line Mountain account
- Once downloaded, simply run the application. You will be prompted to log into Office 365. This username and password is your email address and your Line Mountain network password.
- The applications will take some time to get used to. Double click on cells in Excel to bring up the keyboard.
- When finished, you can either save documents locally to your iPad, or if you wish to access them from a computer, you will need to save the document to OneDrive.
- OneDrive documents can then be accessed from your tablet or by using a computer and logging on to <http://office.com>
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