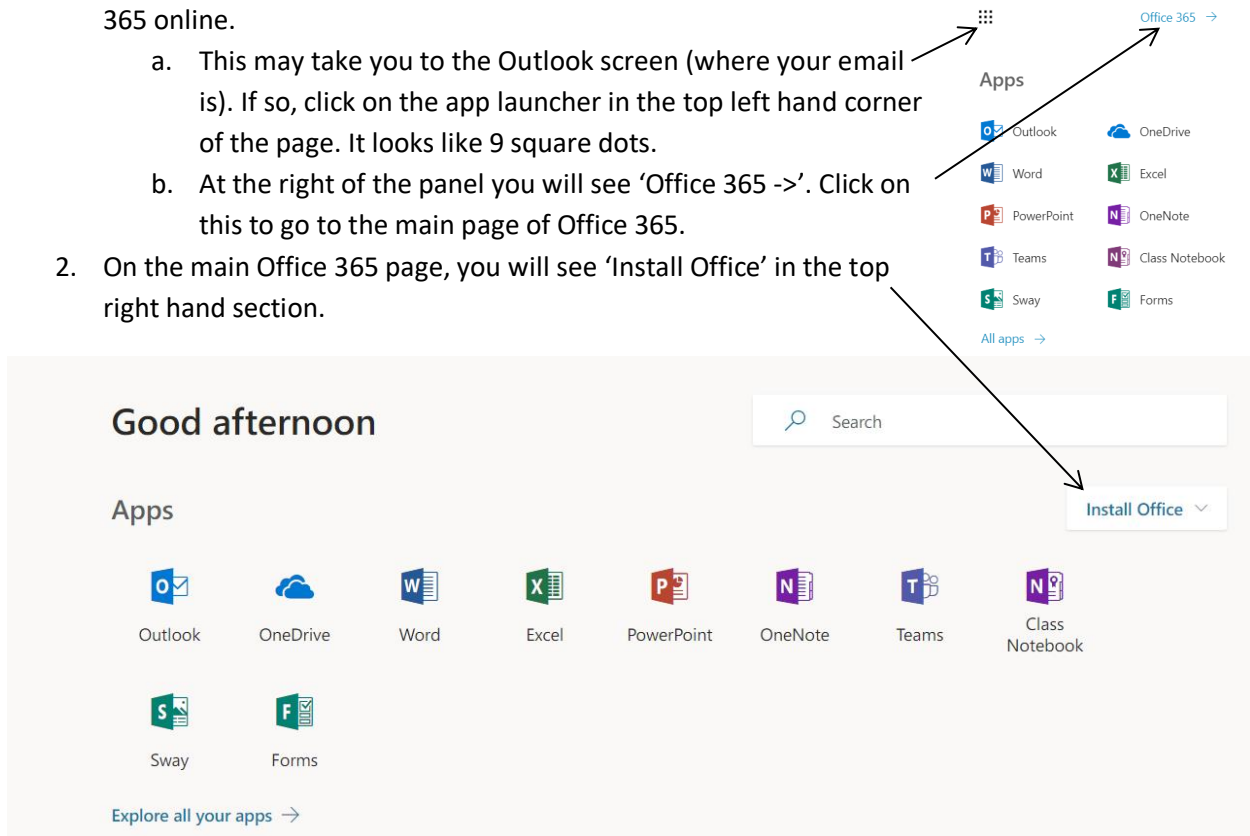


# Installing Office 365

Each SD35 staff member and student has 5 licenses of Office 365 they can install on their devices. Here's how!

1. Go to [www.office.com](http://www.office.com) and click Sign-In. Put in your SD35 login credentials to sign in to Office 365 online.
  - a. This may take you to the Outlook screen (where your email is). If so, click on the app launcher in the top left hand corner of the page. It looks like 9 square dots.
  - b. At the right of the panel you will see 'Office 365 ->'. Click on this to go to the main page of Office 365.
2. On the main Office 365 page, you will see 'Install Office' in the top right hand section.



3. Once you have clicked on Install Office, you can select 'Office 365 Apps'. This should then download an installer. Select the installer from where you downloaded it and install Office 365. You will then start one of your apps (Word, etc.) and sign in with your SD35 account information. (note: this is how it's done on a Windows PC, but it should be similar on a Mac).