Microsoft Office 365 Installation Instruction

GSW provides Microsoft Office 365 to every student free of charge. Office 365 includes the latest versions of Word, Excel, PowerPoint, Access, and more:

Install on up to 5 compatible PCs and Macs, plus 5 tablets (including iPad) Use with OneDrive for automatic device syncing Gain valuable skills on the world's most popular productivity software Use the same programs as the faculty to ensure full file fidelity

To get your Office, follow these simple steps:

- Visit <u>http://portal.office.com</u>
- Sign in with your Radar email address and your CanesNet password
- On the welcome page, click "Other installs" at the top far right side:

Good m								
Search online	e documents					Oth	ner installs	
N	N	0		W	P	×	<u> </u>	
OneNote	Class Notebook	Mail	Calendar	Word	PowerPoint	Excel	OneDrive	

• On the next page, if you would like to install **Office 2013**, scroll down and click a small black down arrow next to "Install Office 365 ProPlus with the 2013 apps". It'll give you an installation option. Click the Install button:

▲ Install Office 365 ProPlus with the 2013 apps Why would I install Office 2013?						
Office 2013 is available until March 1, 2017. For the best experience, we recommend installing Office 2016.						
Language:	Version:					
English (United States)	32-bit (Recommended) Advanced					
Note: Installing additional languages on a computer that already has this version of Office doesn't count against your install limit.						
Review system requirements Troubleshoot installation Install						

• If you would like to install **Office 2016**, click the Install button down in the "Install Office 365 ProPlus with the new 2016 apps (Recommended)" area at the top of the page – see the screenshot below:

Office								
Install Office 365 ProPlus with the new 2016 apps (Recommended)								
This will install the following apps on your computer: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Skype fo Business, OneDrive for Business								
w]	x	P	N	A	Ρ	0	S	
Word	Excel	PowerPoint	OneNote	Access	Publisher	Outlook	Skype for Business	
OneDrive for Business								
Language:				Version:				
English (United States)				32-bit Advanced				
Don't see the language you want? Install one of the languages in the list above and then install a language accessory pack. Additional languages and language accessory packs don't count against your install limit.								
Review system requirements Troubleshoot installation								
Install								