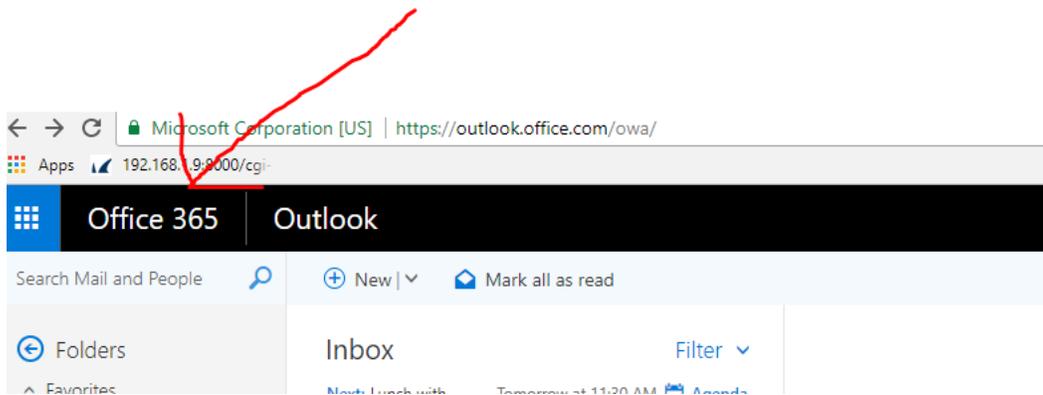


HOW TO INSTALL OFFICE 365 ON YOUR OWN MACHINE

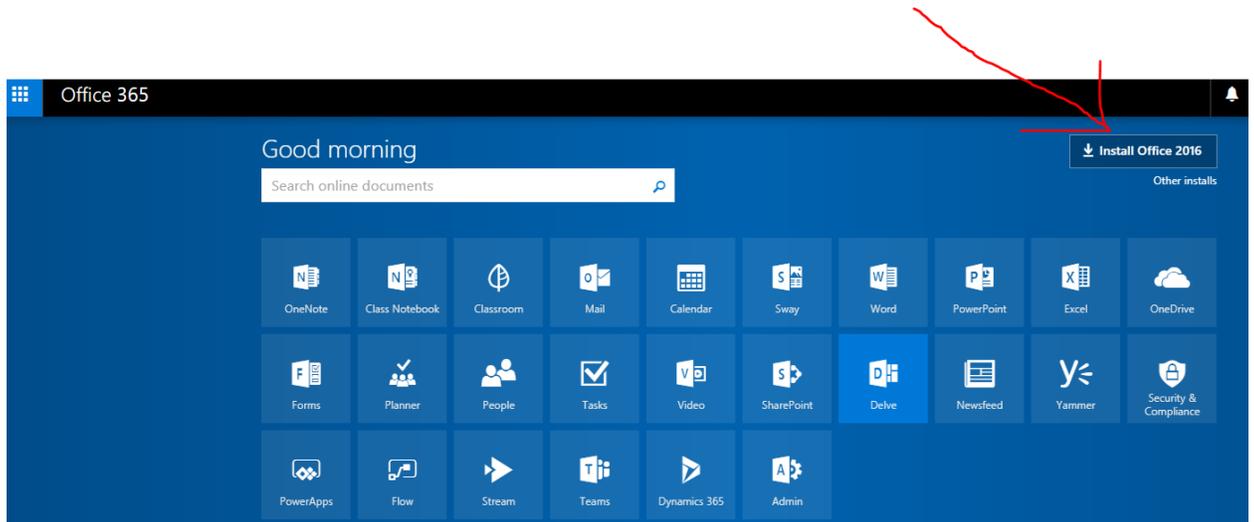
****Each school user (staff and students) can install the Current Version of Office 365 on up to 5 Devices****

FOLLOW THESE STEPS:

- 1) Login to the Office 365 Portal
- 2) Click on the 'Office 365' tab on the top Left of Page



- 3) Click on Install Office 2016 (or current version) on top right of the page



Install can take up to 10-15 minutes – That's it!