



Downloading Office 2013/2016 from Office365

LCSB - IT Training and Education

Prepared for
Leon County School District

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Version 1.1*

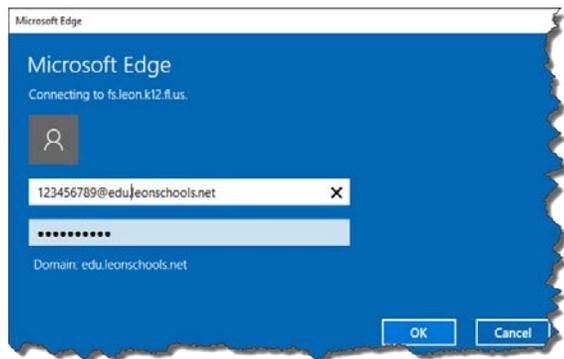


Accessing Office 365

There are two groups that can access Office 365 using the following URL: <https://outlook.com/leonschools.net/>

Students & Parents

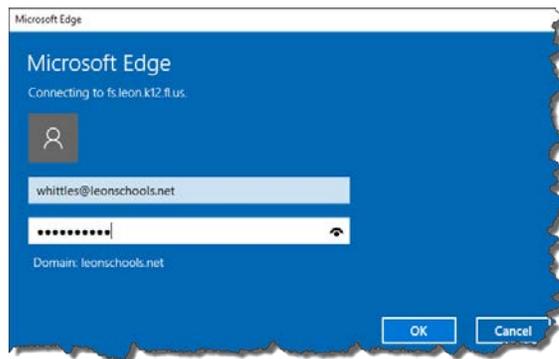
Students will login using the following method:



Username: StudentID#@edu.leonschools.net
Password: Same as students school password – Students school and Office365 passwords are the same.

Faculty and Staff

Employees will login using the following method:



Username: Staff email (Ex: whittles@leonschools.net)
Password: LCS network password

Downloading the Office Software to your local Machine

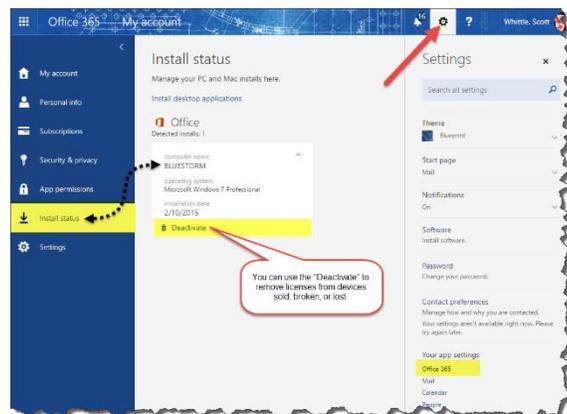
NOTE: Office downloads are intended for five (5) copies for PERSONAL home use, not work. If you need Office on your school work computer, please contact the technology coordinator for your site.

Having Trouble? If you are unable to download and install the Office Suite on your home computer after following all of these directions, please contact the Helpdesk - Helpdesk@leonschools.net or 487-7524 by phone.

Install Status / Recovering licenses

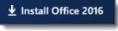
To verify the install was completed, or if there is a need in the future to revoke the license on a device the software was installed on because it is being sold, broken or lost, you can manage your PC or Mac license installs in the **Install Status** section

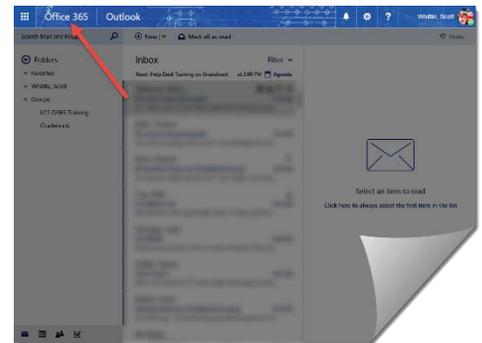
1. To access the Install Status, Go to **Settings** in top right corner
 - a. Under **Your App Settings > Office 365**
 - b. The Office 365 **Settings** page will open (to right), click **Install Status**.
 - c. Verify the install on the machine or if needed, deactivate the software if the device is lost, broken or being sold to release your license so it can be installed on another or new device



(Win) Download and install Office using Office 365 for business

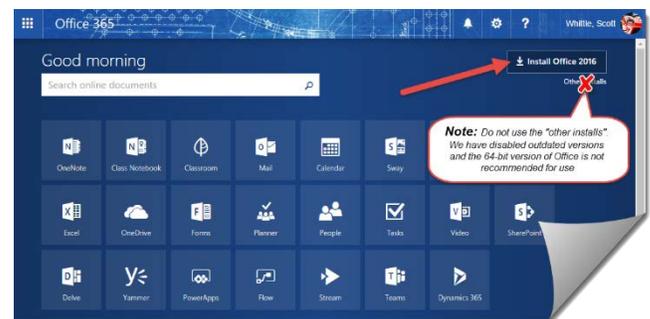
When log into Office 365 for the very first time, **be sure to set your time zone correctly**. Subsequent logins will start you on the Outlook inbox page (School based E-mail).

2. The fastest and easiest method to access the download is to click the **Office365**  element on the top left.
3. On the next screen, simply press the **Install Office 20XX** button  (Currently 2016) **Do not use the "Other Installs" ****

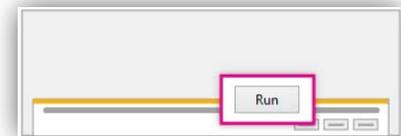


** Unless you need the Office suite in a different native language other than English

Important!! The process that installs **Office 2016** also uninstalls all previous Office products. As you might expect, Word 20xx, Excel 20xx, and the rest of the Office suite are uninstalled. **In addition**, if a computer has InfoPath 20xx, SharePoint Designer 20xx, or certain versions of Visio 20xx or Project 20xx installed, installing Office 2016 also uninstalls those programs. You won't be able to reinstall them unless you have the original discs and remove the latest version of Office prior to reinstalling.



4. At the bottom of the screen, select **Run**.

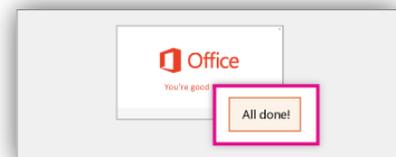


5. Follow the on screen prompts and accept the license agreement.

6. If the system determined that it needs to uninstall a previous version of Office and asks to restart, please restart the machine or you could have install errors.

Note: Depending on a variety of factors, (Previous Office installed, Internet speed, Computer speed, RAM, etc) the install process can take anywhere from **5-20 minutes**. As the process reaches the last 10% the process often appears to "Hang" --this is normal as the install process cleans up files from the uninstall/install process. **Do NOT** exit the install process! Please allow the system to run to completion and give it up to the full 20+ minutes if needed

7. When you see "You're good to go," select **All done**.



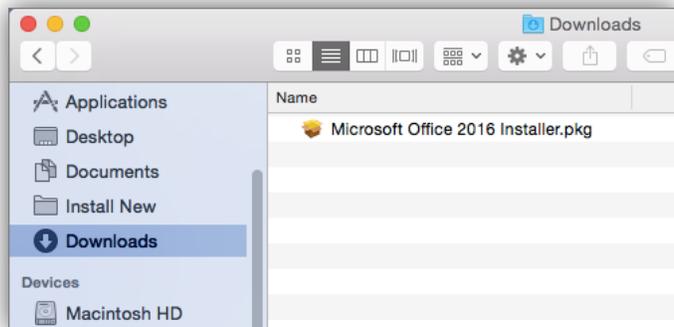
Tip: After installing, you can start to use Word, Excel, and the other Office applications. If you can't find the applications, [learn how to find the Office applications](#) that you just installed.

(Mac) Download and install Office 2016 using Office 365 for business

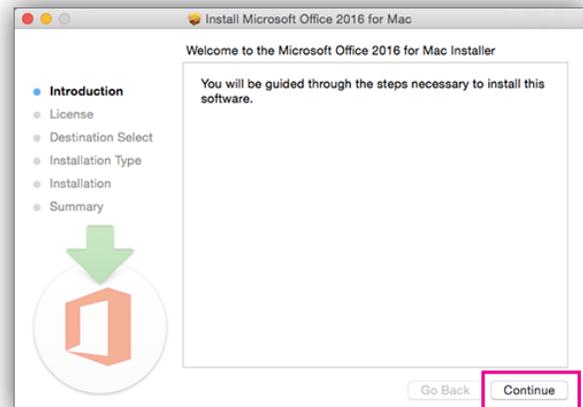
1. On the **Software** page, under **Install Office 2016 for Mac**, select **Install** to begin downloading the installer package.



2. Once the download has completed, open Finder, go to **Downloads**, and double-click **Microsoft_Office_2016_Installer.pkg**.



3. On the first installation screen, select **Continue** to begin the installation process.



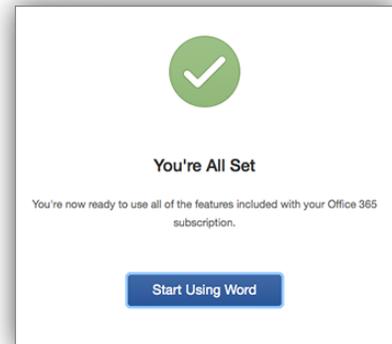
4. Enter your Mac login password to complete the installation.



Activate Office 2016 for Mac

After Office 2016 for Mac is installed, Word 2016 for Mac opens so you can activate Office and confirm your subscription. You should only have to do this once.

1. Review the Word 2016 for Mac **What's New** screen, and then select **Get started**.
2. On the **Sign in to Activate Office** screen, select **Sign In**, and then enter your work or school account.
3. After you sign in, you may see an alert asking for permission to access the Microsoft identity stored in your keychain. Select **Allow** or **Always Allow** to continue.
4. On the next screen, choose an appearance for your Office installation, select **Continue**, and then select the **Start Using Word** button to open the app and complete the Office 2016 for Mac activation.



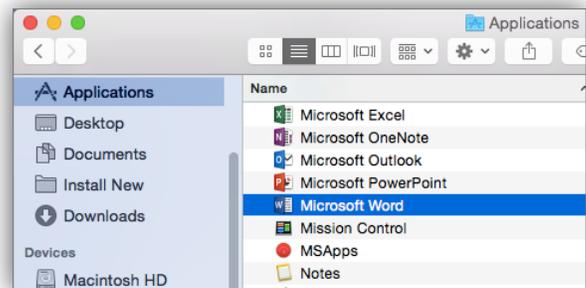
[What to try if you can't install or activate Office 2016 for Mac](#)

Launch an Office app

1. Open Finder and select **Applications** in the sidebar.
2. Find the Office app you want and double-click to open it.

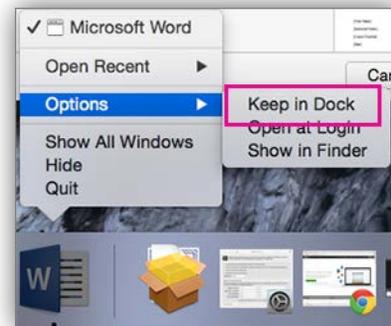
Can I install Office 2016 for Mac and Office for Mac 2011 on the same computer?

1. Yes, you can install and use Office 2016 for Mac and Office for Mac 2011 at the same time. However, we recommend that you uninstall Office for Mac 2011 before you install the new version just to prevent any confusion.
2. To uninstall Office for Mac 2011, follow the steps in [Uninstall Office 2011 for Mac](#).



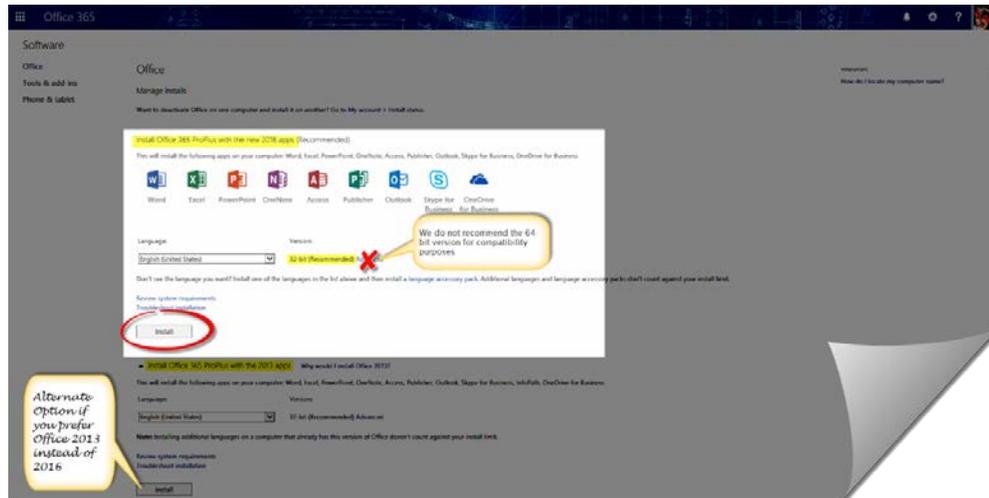
How do I pin the Office app icons to the dock?

1. Go to **Finder > Applications** and open the Office app you want.
2. In the Dock, Control+click or right-click the app icon and choose **Options > Keep in Dock**.



Special “Other Install” scenarios (Different Language/64 bit)

1. To install Office that runs in a different native language, instead of using the Office365 fast install, Go to **Other Install** below the Install Office 20xx
2. On the **Office** page, select a **Language**, and then choose **Install** to install the 32-bit version.



Note: Though a user can select “advanced” and choose to install a 64-bit version of the office suite, **we do not recommend a user install it for compatibility and stability reasons.** Generally, 64-bit is only recommended if you have data files OVER 4 GB in size (Extremely rare)., If you need 64-bit, you MAY install the 64-bit version. Choose 64-bit in the **Version** section before you choose **Install**. If you're uncertain, try [Choose the 32-bit or 64-bit version of Office](#) for more information.