



Downloading Office 2011/2013/2016 from Office365

LCSB - IT Training and Education

Prepared for
Leon County School District

*Date: March 3, 2016
Version 1.0*

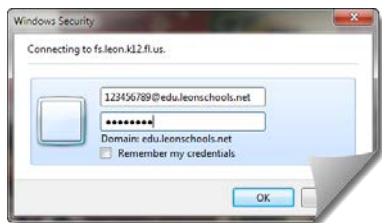


Accessing Office 365

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: ONE of the following three options

- **Same as students school password** – if a student has set a password at school, their Office365 is now the same.

Unusual password scenarios, but possible:

- **Lcsb2014** – **ONLY** students in K-5th in 2014-15
- **Password is left blank** – only for 6-12th if they have **NEVER** logged to their acct previously

Faculty and Staff

Employees will login using the following method :




Username: domain\username – (Ex: admin\whittles)
Password: LCS network password

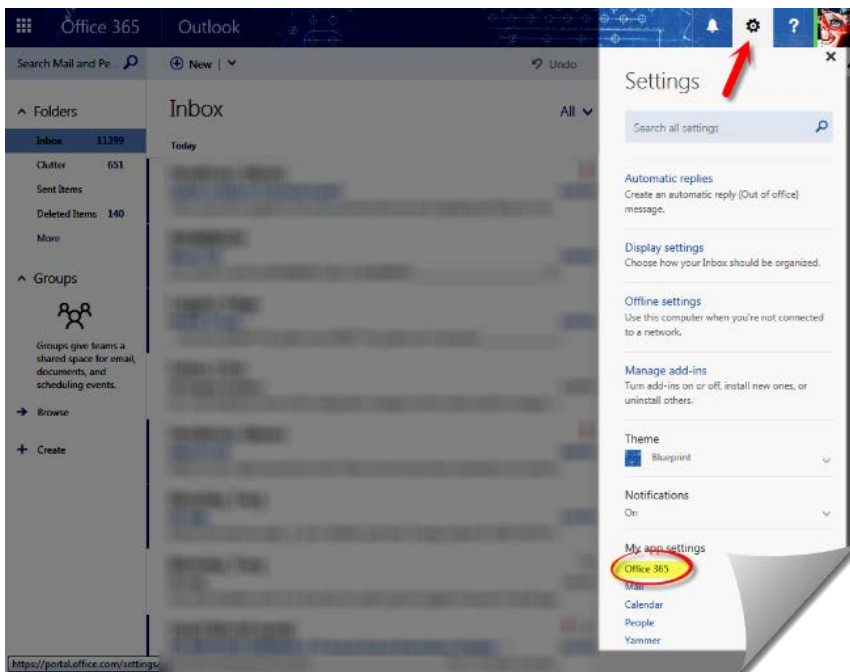
Downloading the Office Software to your local Machine

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

When you first log into Office 365, you will start on the Outlook inbox page (E-mail).

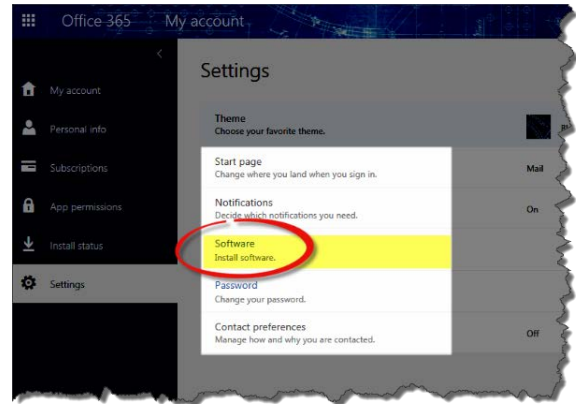
1. Go to **Settings**  in top right corner
 - a. Under **My App Settings** > **Office 365**



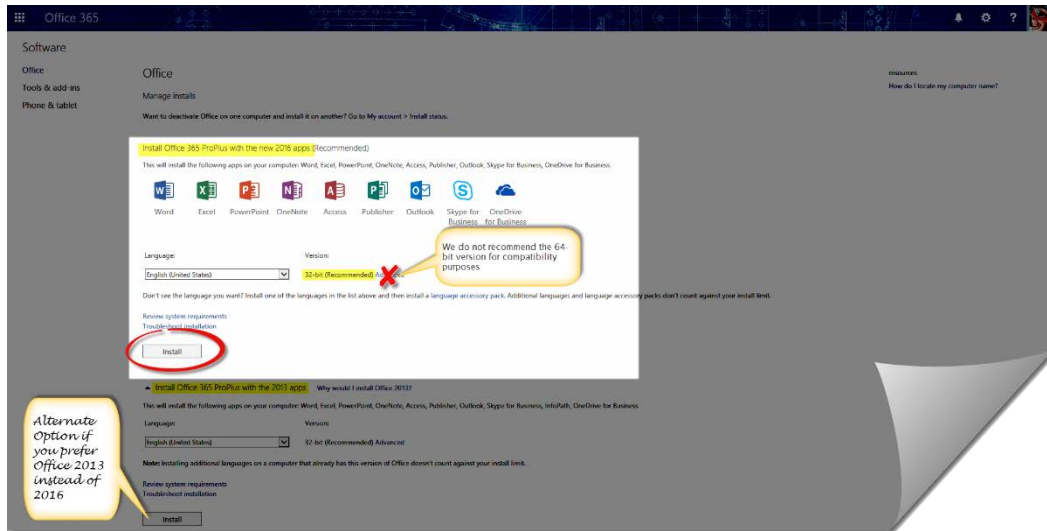
(Win) Download and install Office using Office 365 for business

2. The Office 365 **Settings** page will open and you will see the following to the right, click **SOFTWARE**:

Important!! The process that installs **Office 2016** also uninstalls all Office 2013 products. As you might expect, Word 2013, Excel 2013, and the rest of the Office suite are uninstalled. **In addition**, if a computer has InfoPath 2013, SharePoint Designer 2013, or certain versions of Visio 2013 or Project 2013 installed, installing Office 2016 also uninstalls those programs. You won't be able to reinstall them

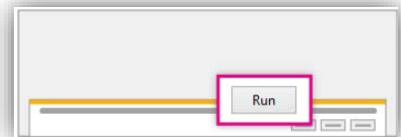


1. On the **Office** page, select a **Language**, and then choose **Install** to install the 32-bit version.



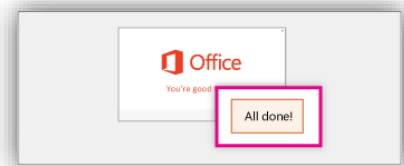
Note: Though we do not recommend a user install it for compatibility and stability reasons, if you need it, you MAY install the 64-bit version. Choose 64-bit in the **Version** section before you choose **Install**. If you're uncertain, try [Choose the 32-bit or 64-bit version of Office](#) for more information.

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



4. Follow the prompts and accept the license agreement.

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



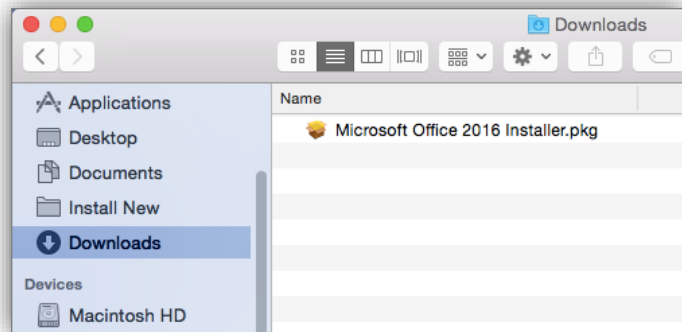
Tip: After installing, you can start to use Word, Excel, and the other Office applications. If you can't find the applications, [learn how to find the Office applications](#) that you just installed.

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

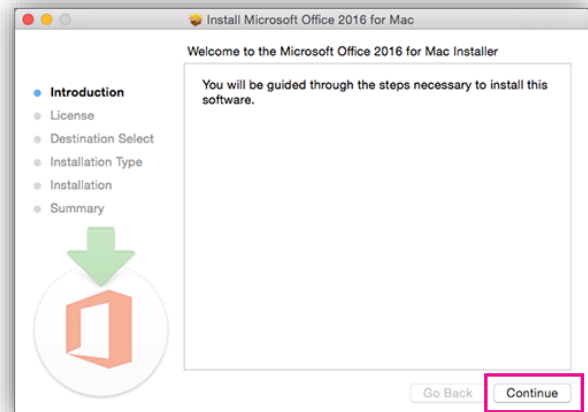
1. On the **Software** page, under **Install Office 2016 for Mac**, select **Install** to begin downloading the installer package.



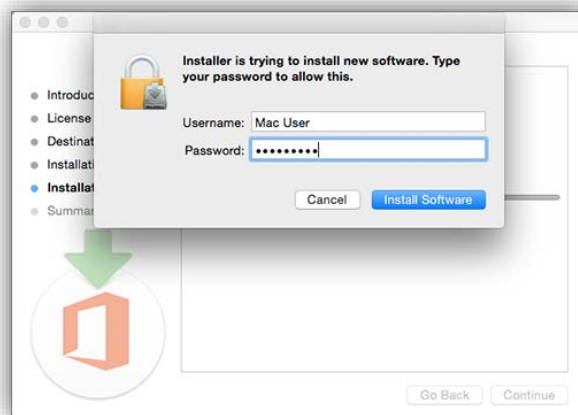
2. Once the download has completed, open Finder, go to **Downloads**, and double-click **Microsoft_Office_2016_Installer.pkg**.



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



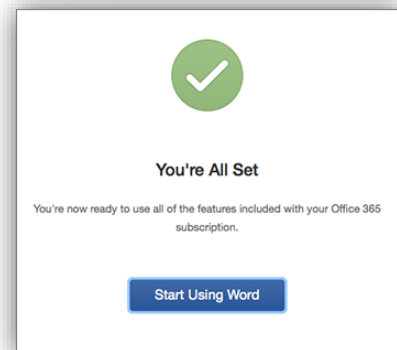
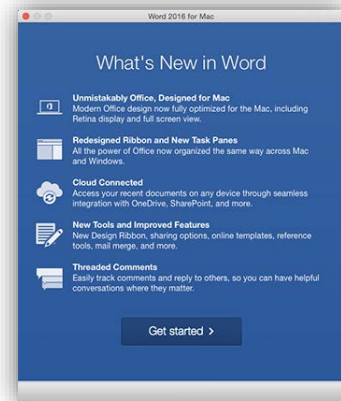
4. Enter your Mac login password to complete the installation.



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.



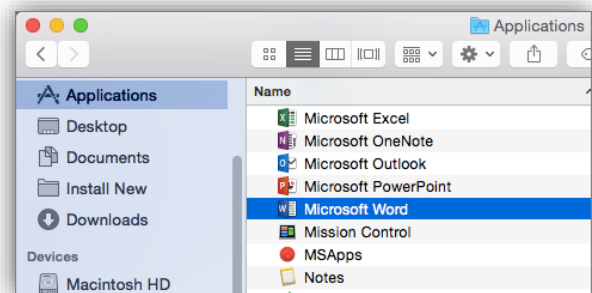
[What to try if you can't install or activate Office 2016 for Mac](#)

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**.

