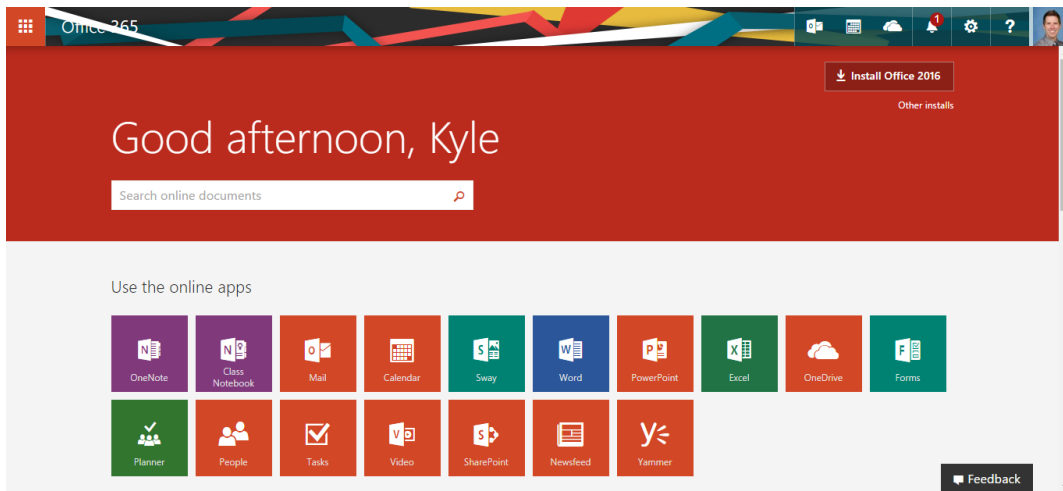


Office 2016 Install Instructions

Office 365 is available for all ZCS students, which includes a free download of Office 2016. To access, sign in to <https://www.office.com/> with the student email address (first-last@stumail.zcs.k12.in.us) and the password is the student's lunch code. After login, the **Install Office 2016** button will be on the top-right corner:



Office 2016 will download to your computer. You will see a few pop-up boxes that will guide you through the install process. Students will need to sign in with their school e-mail and password to verify their school account during the process.

