

Office 365 Microsoft Office Download Five Installs for Personal Devices

RCS employees and students can follow the steps below to download FREE Microsoft Office 2016 or later on up to five personal devices.

System Requirements- The operating system must be **Windows 7 or later. This will not work on Windows XP or Vista.*

**Office: Mac 2016 can be installed on operating system 10.10.4 and higher.*

Tips:

- Employees and students may install this on any device they own.
- **Do not install this on any RCS owned equipment. All installs on RCS owned equipment should be done by a school technician.**

Installation Steps for Office 365 Microsoft Office



- Go to <https://portal.office.com>
- Log in with your full email address (username@rcschools.net or username@student.rcschools.net)
- Choose Work or School Account



Sign in with your work or school account

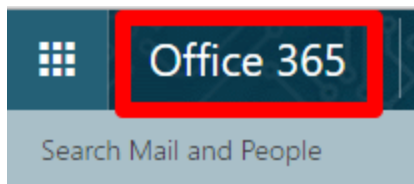
 Keep me signed in

It looks like krabilld@rcschools.net is used with more than one account. Which account do you want to use?

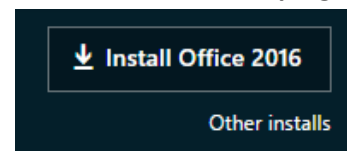
-  Work or school account
Assigned by your work or school
-  Microsoft account
Personal account

- You will be prompted with another login box next. Use your entire email address for the username and enter your password in this box.

Select Office 365 at the top left



Select Install at the top right



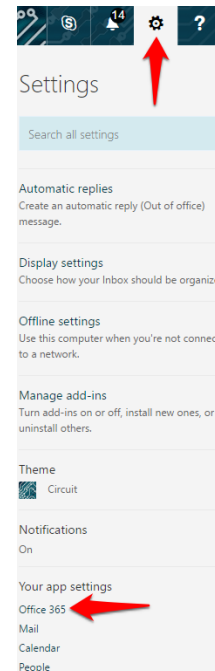
Install

- The **setup.exe** file will download.
- **Open** the downloaded file and **Run** the setup. This will take several minutes. Do not turn off the computer or go offline.
- The *Welcome to Your New Office* tutorial will appear. This is an optional tutorial.

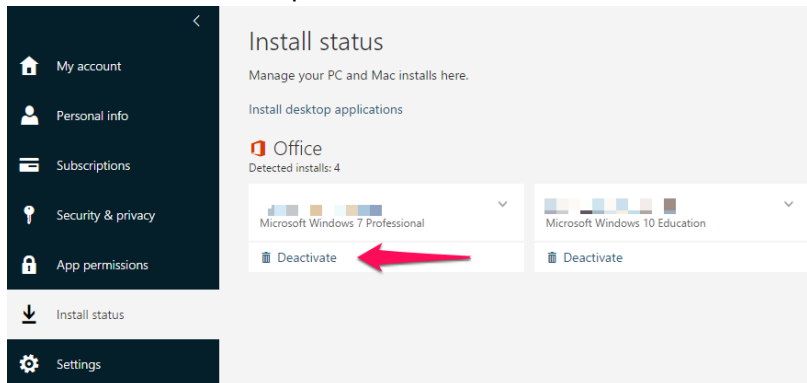
This does not remove the current version of Office installed on the computer. Delete the previous shortcuts to Word, Power Point, Excel, etc. and add the new 2013 shortcuts to your most used programs.

Managing Your Installs: This allows you to see the computers that have the software installed or to deactivate an install on a specific computer:

- Select the gear/settings icon at the top right
- Select Office 365 at the bottom
- Select Software on the left
- Notice the options



Notice the **Deactivate** option below



Office Training and Tutorials

<https://support.office.com/en-US/article/Office-training-and-tutorials-b8f02f81-ec85-4493-a39b-4c48e6bc4bfb>