

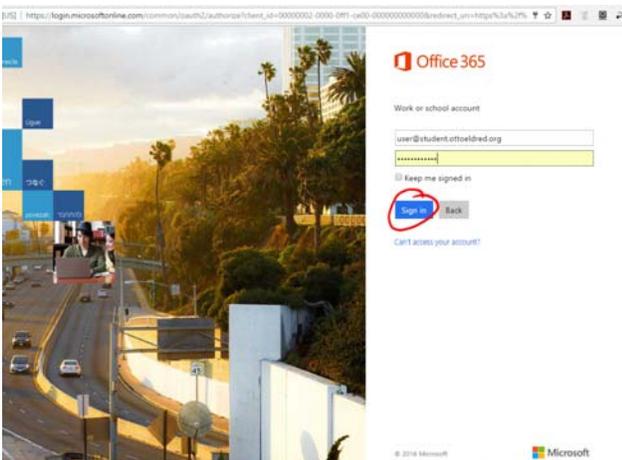
Installing Microsoft Office 2016 at Home

All students in grades 4 through 12 have the option of installing the latest version of Microsoft Office on five personal devices. To download and install your free copies of Office 2016, use the following procedure.

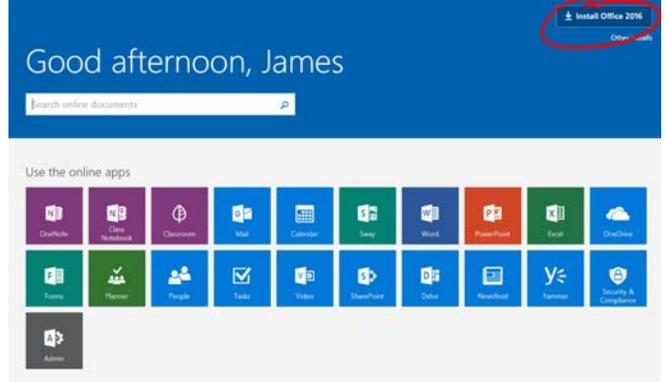
1. Make sure your computer meets the requirements for installing Office 2016
 - 1 GHz processor
 - 2GB RAM
 - 3 GB of available disk space; better to have some extra space for temp files
 - Screen resolution of a minimum 1280 x 800
 - Windows 7 SP1 or above operating system; Works best on latest operating system according to Microsoft
 - The browsers used should be the latest versions or the versions immediately preceding the latest versions
 - At least .Net 3.5; preferred 4.5 LCR
 - An ottoeldred.org email account

2. Open a web browser and navigate to <https://portal.office.com> to open Office365

3. Sign in with your Otto-Eldred email address and password



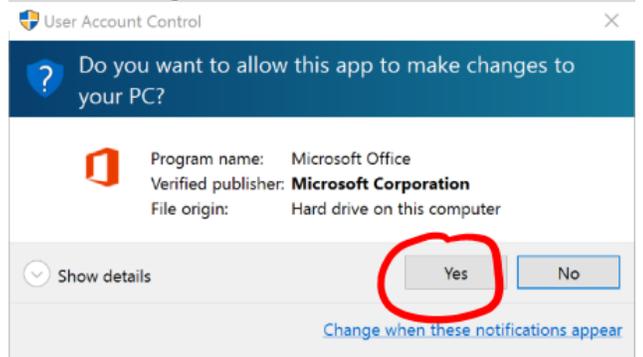
4. Click the button in the top right corner of the Office365 Welcome page to download a the Office 2016 installer



5. Click the downloaded file to begin installation (this example shows the installer downloaded in Chrome)



6. Approve the installer to make changes on your computer by clicking Yes on the User Account Control dialogue



7. Office 2016 will now install on your computer. Enjoy your productivity software!