

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 for Office 2016. Windows 10 is required for Office 2019. This will not work on Windows XP or Vista.*

**Office: Mac 2016 can be installed on operating system 10.12 (Sierra) 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

Sign 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 Install Office and Office 365 apps at the right

The screenshot shows the Office 365 portal interface. At the top, it says "Office 365" and "Good afternoon". Below this, there is a search bar and a section titled "Apps" with icons for Outlook, OneDrive, Word, Excel, PowerPoint, OneNote, SharePoint, and Forms. On the right side, there is a dropdown menu labeled "Install Office" which is highlighted with a red box. The dropdown menu contains two options: "Office 365 apps" (with a downward arrow) and "Other install options" (with a rightward arrow). The "Office 365 apps" option is selected, and its description reads: "Includes Outlook, OneDrive for Business, Word, Excel, PowerPoint, OneNote, and more."

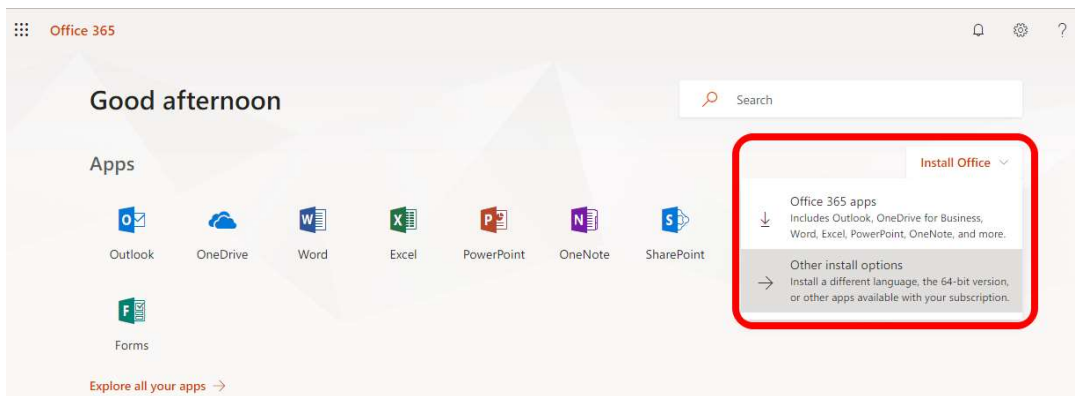
Install

- 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.

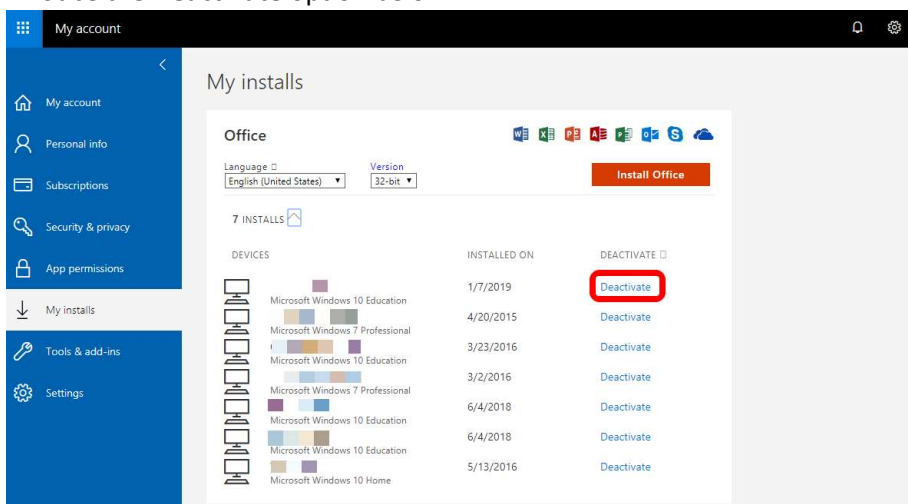
This does not remove the current version of Office installed on the computer. Delete the previous shortcuts to Word, Power Point, Excel, etc. and add the new 2016 shortcuts to your most used programs.

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 Install Office and Other install options at the right



Notice the **Deactivate** option below



Office Training and Tutorials <https://support.office.com/en-US/article/Office-training-and-tutorials-b8f02f81-ec85-4493-a39b4c48e6bc4bfb>