How to Download and Install Microsoft Office 365 on a Windows PC

Palm Beach County District School students can now download and install the latest version of Microsoft Office for free.

** NOTE: You will need to know your User ID and your District email address.

- Your User ID is "S" followed by your Student ID (e.g. S12345678)
- Your District email address is your User ID followed by @stu.palmbeachschools.org (e.g. <u>S12345678@stu.palmbeachschools.org</u>)

Microsoft Office 365 Online Portal

Students & Parents

1. From the district home page, click on the **Students & Parents** button.

2. Scroll all the way down the page to **Resources** and click on the "**Microsoft Office Suite – Free for students**" link.

3. On the left-hand side under Quick Links, click on "Login to Download" link.

4. Enter your E-mail.

5. You will be redirected to the district login page where you will have to type in your student username and password.

6. Click the "Install Office" drop down button. Install Office \vee

| 7. Select the "Office 365 App: | " download and click the ' | "Run" or "Setup" buttor | at the bottom |
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8. If you would like more options, Click the "Other install options" and you will see this page.

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|-----|----------------------------------|--------------------------------------|--------------------------|---------------------|--------------|----------------------|-----------------|-----------------------|-------------------------------|
| Sc | oftware | | | | | | | | |
| Off | fice | Office | | | | | | | |
| Sky | pis & add-ins pe for Business | Install Office 3 | 65 ProPlu | S | | | | | |
| Pho | one & tablet | Note: Your admin | n has enabl | ed First Release, s | so you get | early access to the | e latest Office | features. If yo | u have feedback or problems, |
| | | w] | x∎ | P | A | P | 0 | S | |
| | | Word | Excel | PowerPoint | Access | Publisher | Outlook | Skype for Business | OneDrive for Business |
| | | Language: | | | | Version: | | | |
| | | English (United | States) | | • | 32-bit Advanced | | | |
| | | Don't see the lar | nguage you | want? Install one | e of the lan | guages in the list i | above and the | en install a lan | guage accessory pack. Additio |
| | | Review system re Troubleshoot ins | equirement stallation | S | | | | | |
| | | Install | | | | | | | |

9. You can change the language and choose the 64-bit version of Office. Click the Install button

| e | | | |
|---|---|--|--|
| Software Office Tools & add-ins Skype for Business Phone & tablet | Office Install Office 365 ProPlus Note: Your admin has enabled First Release, so you get early access to the latest Offic | Just a few more steps | Yes |
| | Word Excel PowerPoint Access Publisher Outlook Language: Version: English (United States) | | |
| | Don't see the language you want? Install one of the languages in the list above and it Review system requirements Troubleshoot installation | Click Open S Click the Setup file at the bottom of the Screen. Close Need help installing? | iay "yes" Stay online Yes to start installing. Downloading all of Office might take a while. |
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11. You will see a **Getting things ready** screen.



12. You will see this progress window.



13. You will see this windows when it is done.

Office



14. Close it. You are all done!