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Title: How to Download and install Office from Office 365 Portal

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Procedures	Screenshots
You can now install Office on up to five devices, and these can include both Windows and Macs machines. The licenses will be valid as long as you are a Fortbend ISD employee. If you are no longer a Fortbend ISD employee you will be able to use these applications to view existing documents only. Office 365 includes Word, Excel, PowerPoint, Outlook, and OneNote. We recommend that you install only on mobile devices and personal computers. **Please do not install on district computers.** The district is already installing a customized version of Office suite on your district computer that will not count towards your five licenses.	

Instructions for installing on a PC

1. Login to the Office 365 portal by clicking to the following link:

http://portal.office.com/OLS/MySoftware.aspx.

2. Type in your Type your network login ID including @fortbendisd.com (Firstname.Lastname@fortbendisd.com) and your network password.
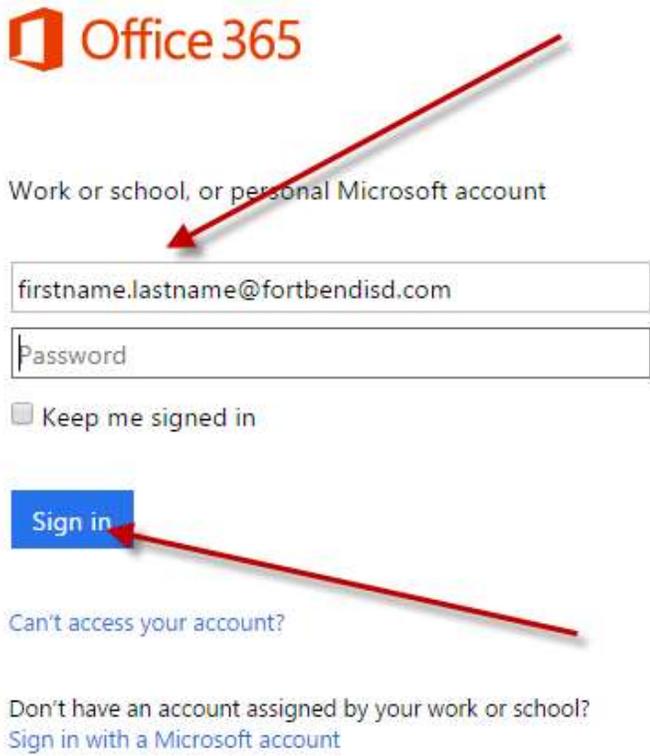
3.	On the **Office** page, select a **Language**, and then choose **Install** to install the 32-bit version	
4. 5.	At the bottom of the screen, select **Run**. Follow the prompts and accept the license agreement.	
6.	Wait for the Installation to complete	
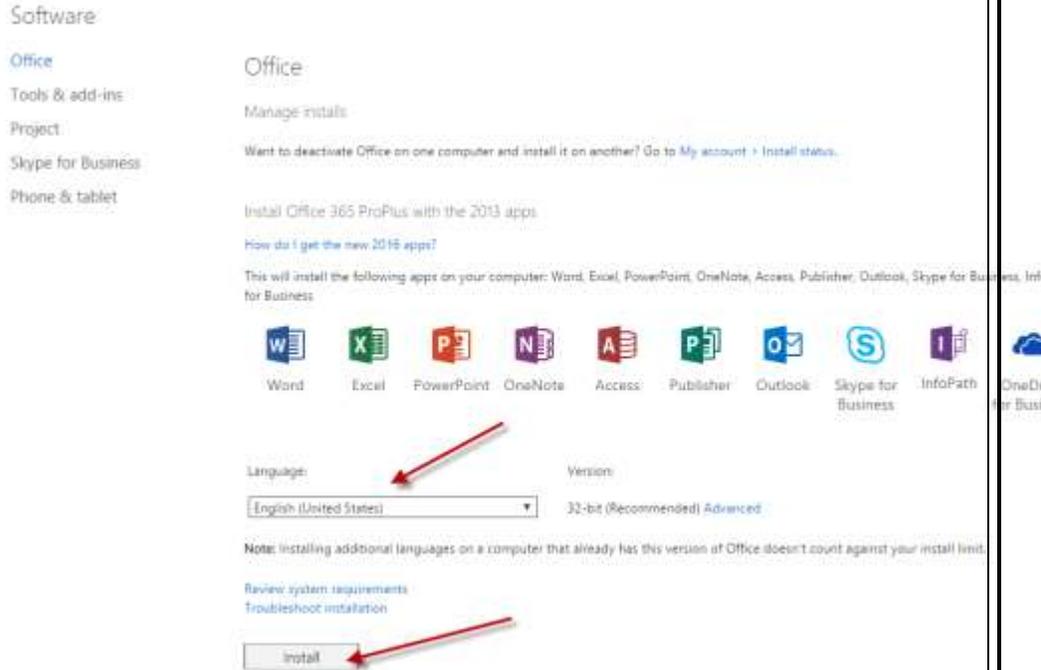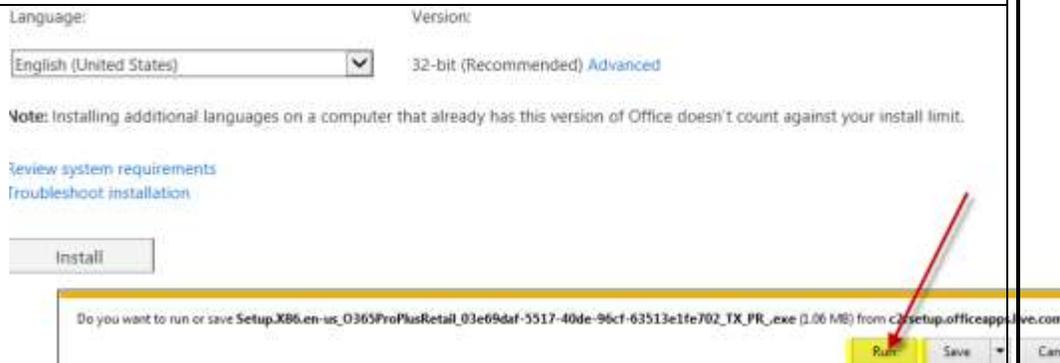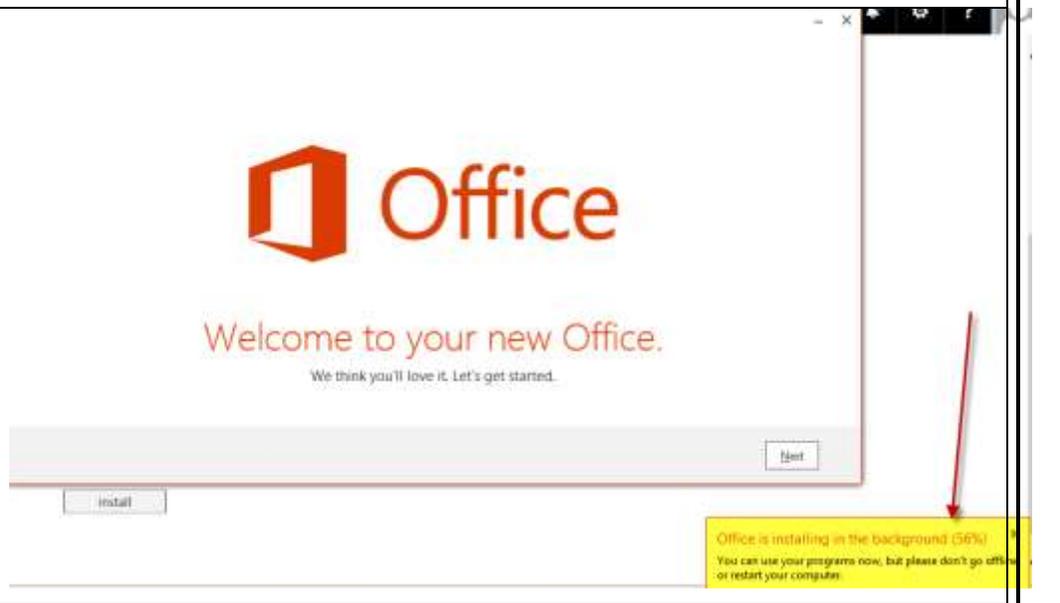
7. Click **Next**	
8. Click **Next**	
9. Select the background and click **Next**	

10. For quick introduction on what's new select **Take a look** otherwise select **No Thanks**	**Office** Take a look at what's new. Office has lots of great new stuff, and we'd love to show you around. Here's a quick introduction on what's new. Take a look No, thanks
11. When you see "You're good to go," select **All done**.	**Office** You're good to go. We're all done, and you can now go offline if you need to. Enjoy! All done!
TIP	After installing, you can start to use Word, Excel, and the other Office applications. If you can't find the applications click here to learn how to find the Office applications that you just installed.
12. Microsoft Office for iPad and iPhone	You can download Microsoft Word, Excel, and PowerPoint for iPad for free on your iPad and iPhone via the App Store. For full functionality, you will need to link these apps to a Fortbend ISD Office 365 account. Without connecting to an Office 365 account, you can use these applications to view existing documents only.
13. Microsoft Office for Android	You can download the applications for free on your Android device from Google Play.