

Installing Microsoft Office 365

To access and download Microsoft 365 apps for Grades 4-12

1- Go to the Student Homepage of Fortbendisd.com

| | HOME | OUR DISTRICT | DEPARTMENTS | PARENTS & STUDENTS |
|---|--------|--------------|-------------|--------------------|
| | ADMI | IISTRATION | SC | HOOL INFORMATION |
| | Parent | s Homepage | Cal | endar |
| (| Studer | nts Homepage | Sch | nool Hours |

2- Scroll down on the Student Homepage to see the student shortcut on the left side: Student Email (Grades 4-12)

| STUDENT SHORTCUTS |
|-------------------------------|
| Let's Talk - Bullying |
| 2019-20 School Supply Lists |
| Bus Routes |
| Course Selection Guides |
| Digital Resources |
| Edgenuity |
| Naviance Student Login |
| Online Textbooks |
| Renaissance |
| School Uniforms |
| Schoology |
| Skyward Student Access |
| Student Email (Grades 4 - 12) |
| Student Handbook and Code |



3- Students will login to their Microsoft 365 account using their FBISD email address and password. This will open the following page:

| | Office 365 | | <mark>ب</mark> ر | Search | | | | | | Q | ŝ | ? (S | tudent) |
|---------------------|------------|-----------|------------------|--------|-------|------------|---------|------------|------|---------------|---------|-----------|---------|
| This | Good eve | ening, LA | NDON | | | | | | | | Install | Office $$ | |
| symbol is | + | o | | w | x | • | N | 4 | s | \rightarrow | | | |
| called a waffle. | Start new | Outlook | OneDrive | Word | Excel | PowerPoint | OneNote | SharePoint | Sway | All apps | | | |

4- Students can access online apps from this window and use the waffle in the top corner to go between apps:



5- Students can also install the Microsoft 365 apps to their computer by selecting Install Office on the top right:





6- Then follow the directions to complete the installation:

| Setup | Yes | Activate Office Table Strategiese The International Control of Strategiese The |
|---|---|--|
| Click Run Click the Setup file at the bottom of the | Say "yes" Click Yes to start installing. | Stay online After installation, start Office and sign in |