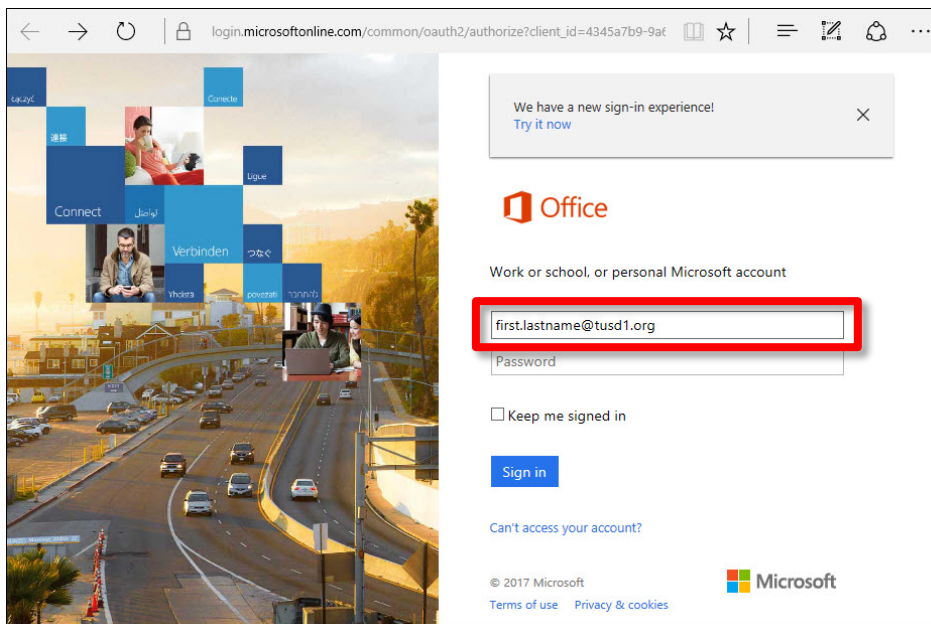


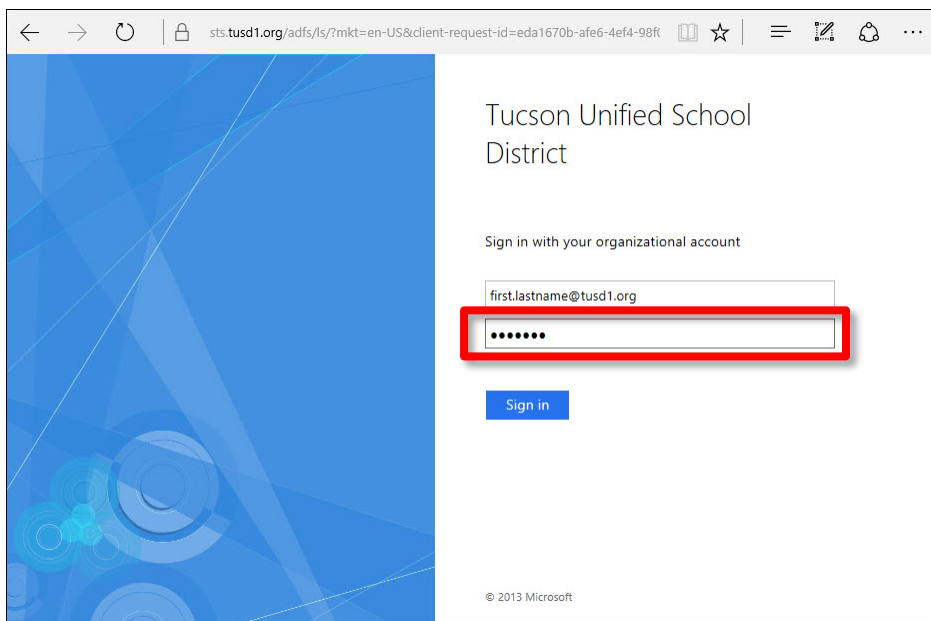
How do I install Office 2016 on my Windows home computer?

For Home Computer Use Only

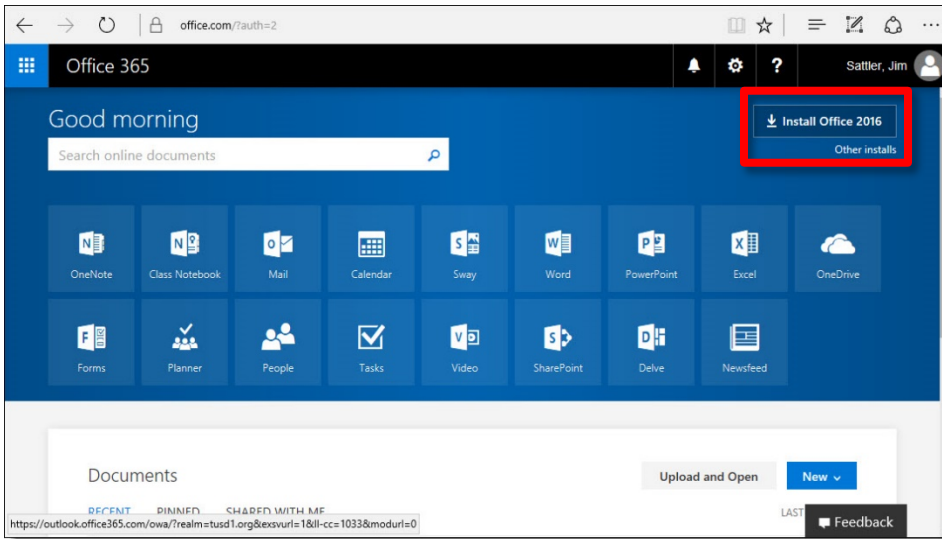
1. On your home computer, open your browser and go to the **Microsoft Login** page:
portal.office.com



2. Enter your district email address.
3. When you click in the **Password** field, you will be redirected to the TUSD sign in page.



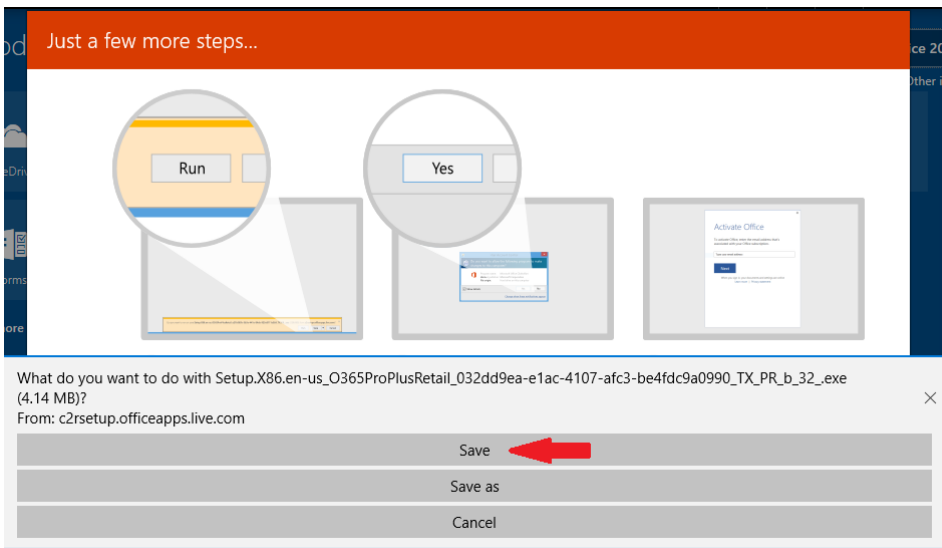
4. Enter your district network password and click **Sign in**.
5. The **Microsoft Office 365** dashboard opens.



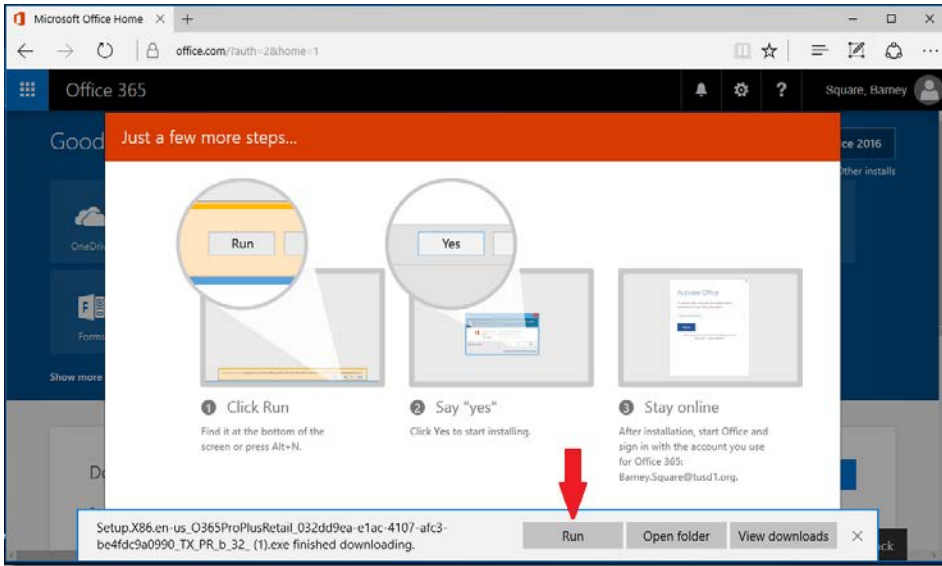
6. Click the **Install Office 2016** button in the upper right corner.

Don't Click the Install Office 2016 Button on District Computers: We are in the process of installing **Office 2016** on district computers and laptops whether Windows 7 or Windows 10.

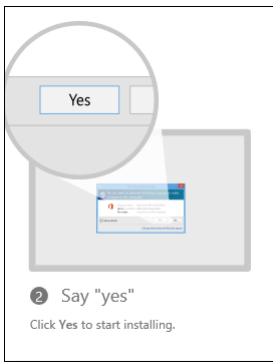
7. Click **Save**.



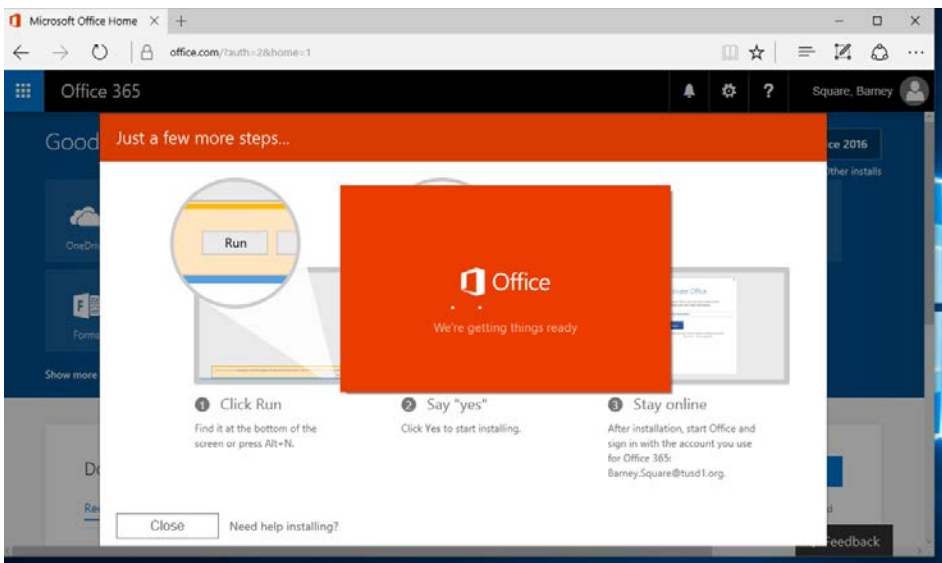
8. Click Run.



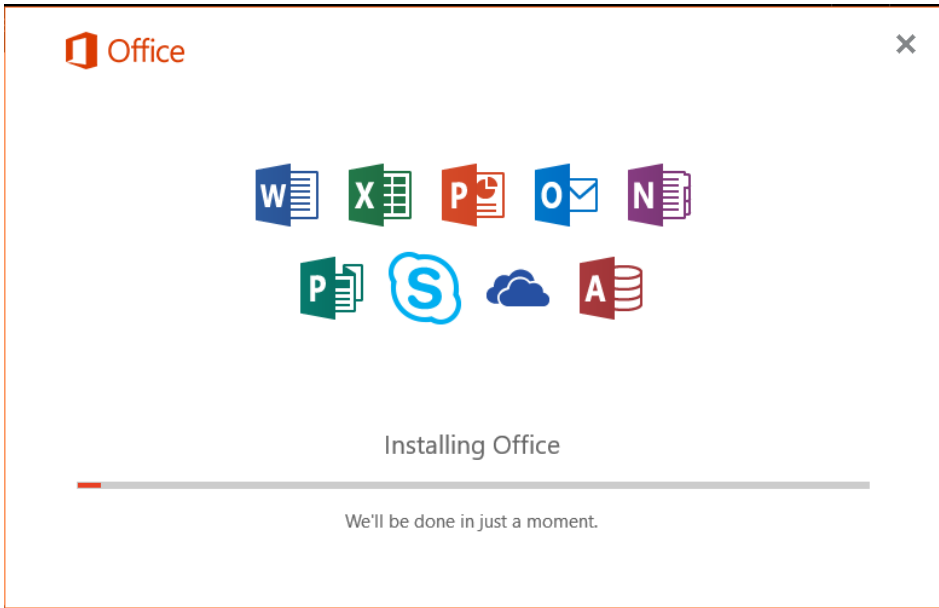
9. Click Yes.



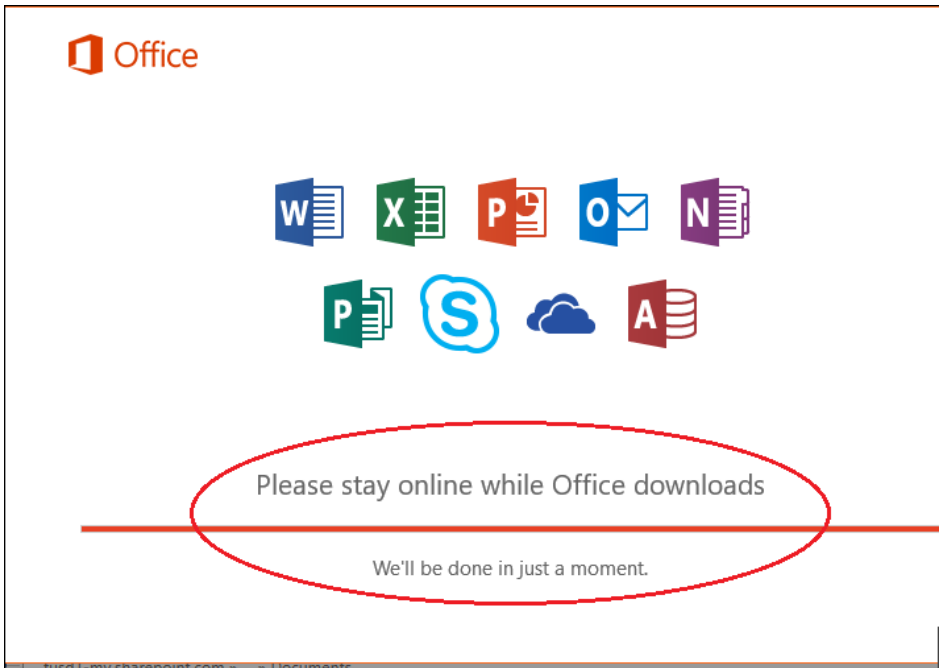
10. Installation starts.



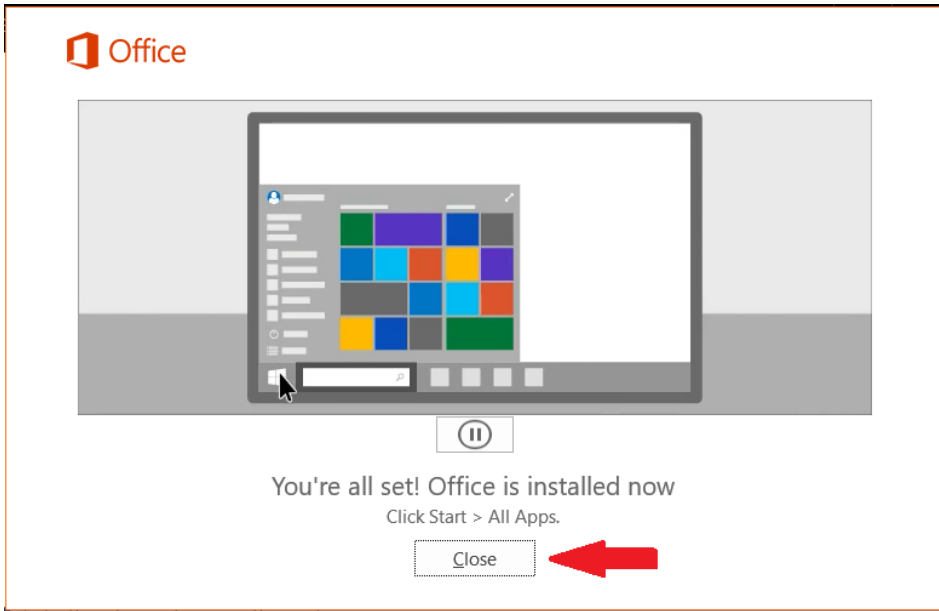
11. Watch the progress bar.



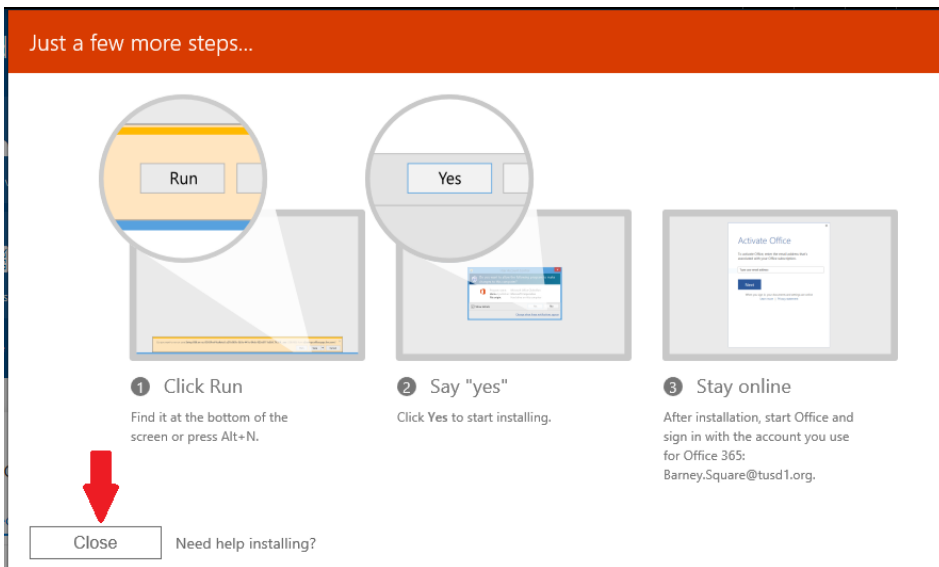
12. Follow the instructions to stay online during the download. Download time will depend on your Internet connection speed.



13. Click **Close**



14. Click **Close**.



15. **Office 2016** applications are now available when you click the **Start** menu.

