Tucson Unified School District

How do I install Office 365 Desktop Apps 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: <u>portal.office.com</u>



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

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	Tucson Unified School District
	Sign in with your organizational account
	first.lastname@tusd1.org
	Sign in
	© 2013 Microsoft

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

 Office 365			✓ Search					۵ ©	?	
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+	•		W	x	•	N	Ŧ	Office 365 apps Includes Outlook, OneDrive for Business, Word, Excel, PowerPoint, and more.		
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6. Click the Install Office button in the upper right corner and select Office 365 apps.

Don't Click the Install Office Button on District Computers.

7. Click Save.

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What do you want to do with Setup.X86.en-us_O365ProPlusRetail_032dd9ea-e1ac-4107-afc3-be4fdc9a0990_TX_PR_b_32exe (4.14 MB)? From: c2rsetup.officeapps.live.com	×
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8. Click Run.

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9. Click Yes.



10. Installation starts.

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11. Watch the progress bar.

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	We'll be done in just a moment.	

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

Office
Please stay online while Office downloads
We'll be done in just a moment.

13. Click Close



14. Click Close.

Just a few more steps		
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1 Click Run	2 Say "yes"	3 Stay online
Find it at the bottom of the screen or press Alt+N.	Click Yes to start installing.	After installation, start Office and sign in with the account you use for Office 365: Barney.Square@tusd1.org.
Close Need help installing?		

15. Office 365 applications are now available when you click the Start menu.