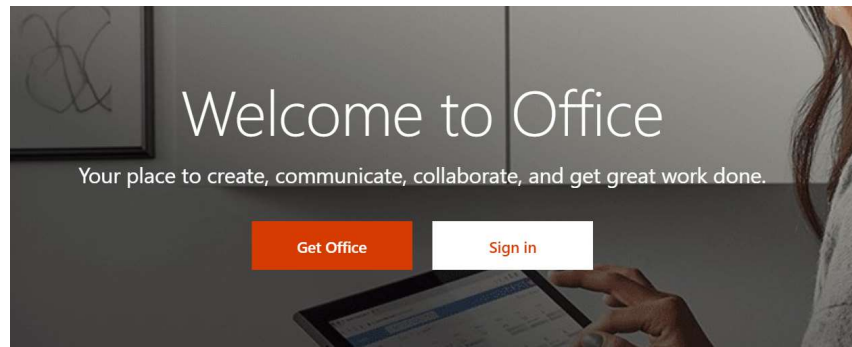


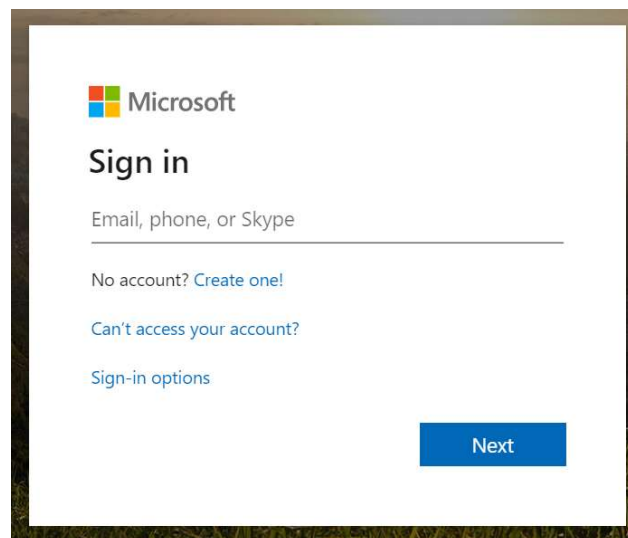
INSTRUCTION SHEET FOR STUDENTS TO ACCESS MICROSOFT OFFICE for HOME USE

Shawsheen Valley Technical High School uses Office 365 for students which allows the students access to the Microsoft Office products that the school is licensed to use. In addition to accessing this resource anywhere, the students can install a complete and full installation of Microsoft Office on up to **five devices** including personal devices-- tablets, iPads, iPhones and Android phones.

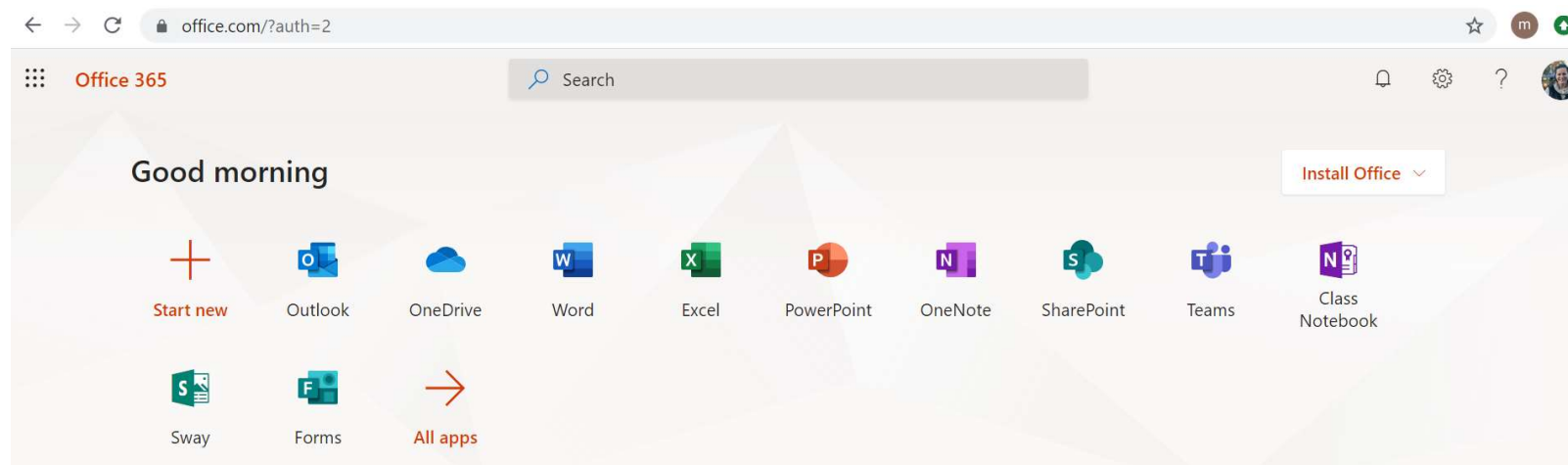
1. Go to: www.office.com



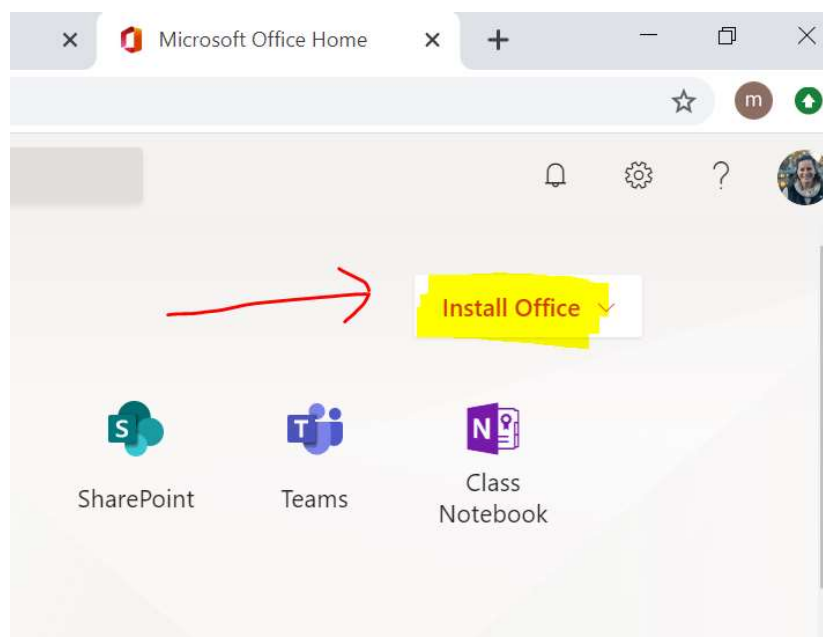
2. "Sign in" with Shawsheen student email address and password



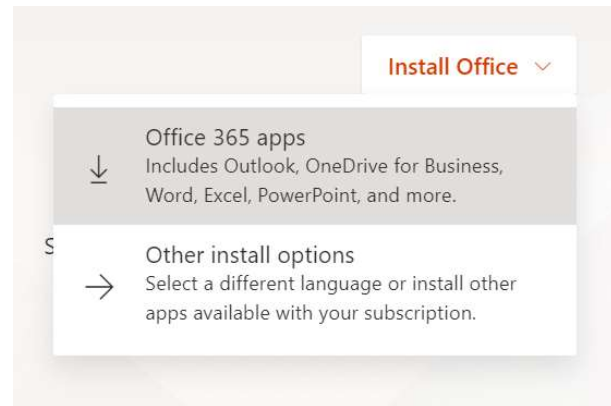
3. This is what the screen might look like once you login (yours might look slightly different)




4. Find the “Install Office” link in the upper right-hand side of your screen



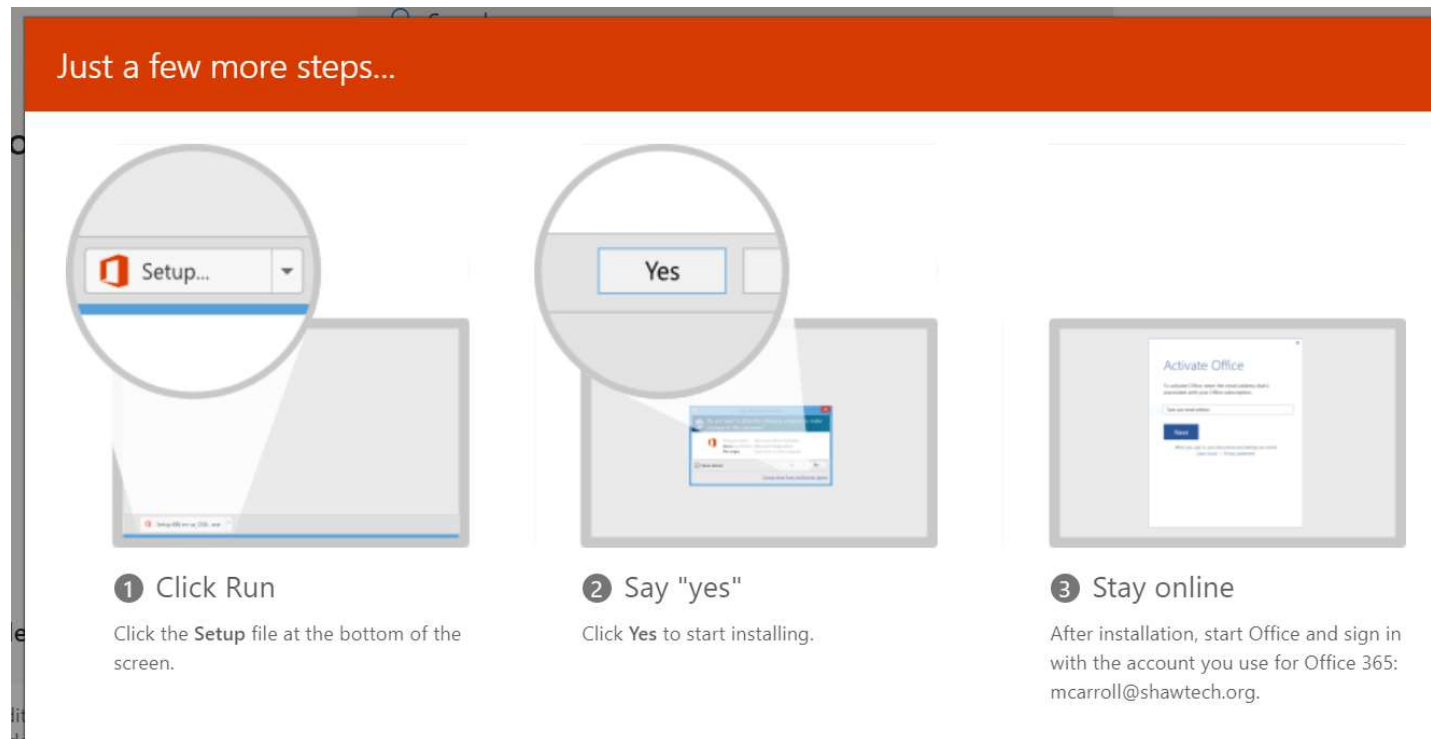
5. The options under “Install Office” are as follows



6. The first option “Office 365 apps” will download an executable file on to your computer as well as walk you through instructions to install

 Setup.Def.en-us_O365ProPlusRetail_

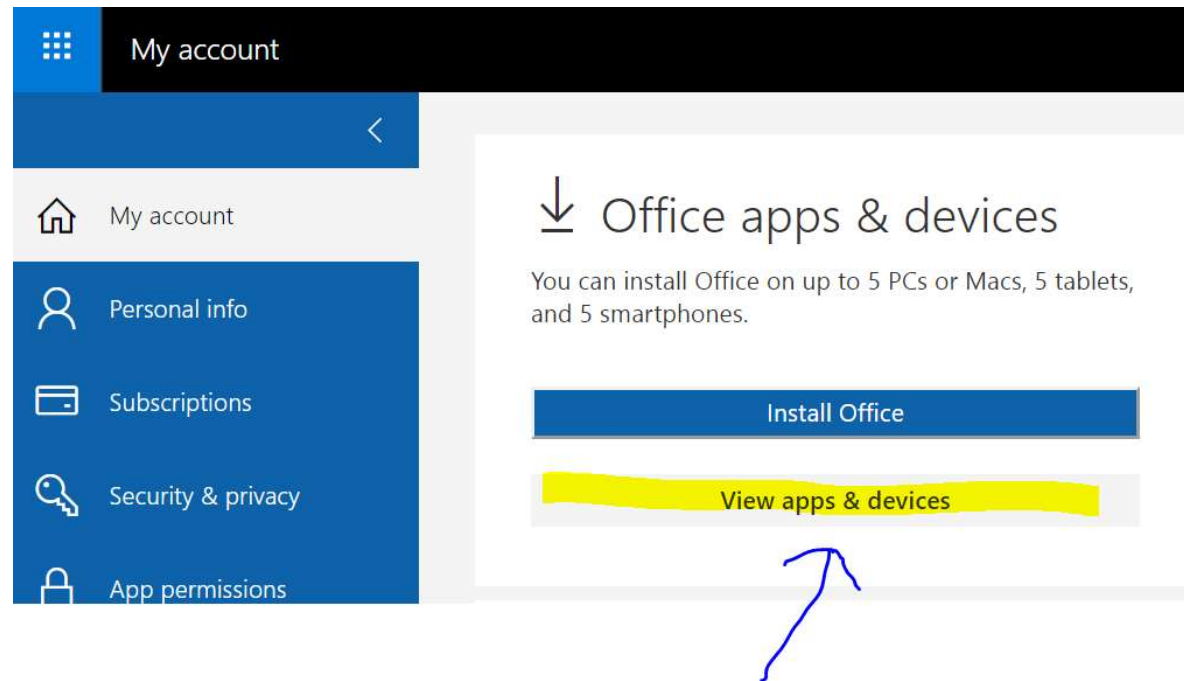
Just a few more steps...



The guide consists of three numbered steps, each with a screenshot and instructions:

- 1 Click Run**
Click the **Setup** file at the bottom of the screen.
- 2 Say "yes"**
Click **Yes** to start installing.
- 3 Stay online**
After installation, start Office and sign in with the account you use for Office 365: mcarroll@shawtech.org.

7. The second option “Other install options” allows you to edit the language of the Office 2016 file before you download, if that’s an option you need



A list of available languages is found here: <https://support.office.com/en-us/article/what-languages-is-office-available-in-26d30382-9fba-45dd-bf55-02ab03e2a7ec>

*At this point, your PC or MAC should guide you through the specifics of the remainder of the process. Each device will differ. Should you experience any issues, please reach out to your shop instructor or Shawsheen’s Educational Technology Department (edtech@shawtech.org).