INSTALLING THE FULL VERSION OF OFFICE ON YOUR HOME COMPUTER
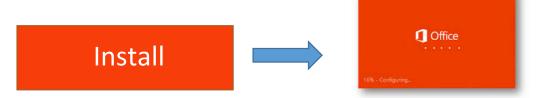
STEP 1: LOG INTO OFFICE 365 & NAVIGATE TO THE OFFICE 365 HOME IF NOT ALREADY THERE.

Students start at the Office 365 home or OneDrive screen by default, but staff starts in email. If you aren't already at the home screen (or aren't sure), just click the words "Office 365" in the top left.

STEP 2: CLICK THE INSTALL BUTTON.

(a) If you do not have the latest full version of office already on your computer, you should see an orange install button center right. Click the install button, and let it install. (You can skip 2(b) and proceed to step three.)

(b) If Office 365 thinks you already have it installed, you won't see the above button. First, check your computer to see if you already have Office. If you don't already have Office, you can proceed by clicking the install link toward the bottom of the screen. When the next screen appears, check the suggested settings, and click the install button toward the bottom.

STEP 3: GIVE OFFICE YOUR LCPS CREDENTIALS WHEN ASKED.

At some point, the full version of Office will ask for your "Microsoft account" credentials. If it asks about logging in with an existing account or if you want to create a new account, tell it you have an existing account. Give it your LCPS computer credentials--same ones you use to log into the school computers, but add "@lcps.org" for staff or "@student.lcps.org" for students.

STEP 4: YOU MAY NEED TO SETUP THE OTHER APPLICATIONS SUCH AS ONEDRIVE OR SKYPE.

Running the program the first time will install the application on your computer or take you through a setup wizard. Setting up OneDrive for the first time, will require you to copy the URL from your Office365 version of OneDrive. Log into Office365, and choose OneDrive from the Waffle. Once it opens, copy the URL from the Address field from the top of the window. Other Microsoft Office programs may require your Network Logon to include "@lcps.org" for staff or "@student.lcps.org" for students. They may also ask if the installation is for "Work or School" or "Home". Choose "Work or School".