Instructions for Installing Office 365

1) Open Internet Explorer or another web browser.
2) Enter www.bcps.org/Office365 in the address bar.
3) At the Sign in screen, login with your full BCPS username "abcdef@bcps.org" and your internal password.   User ID + @bcps.org = full BCPS username. For example, a student ID of ELC007 should be entered as "ELC007@bcps.org" as the login ID.


4) On the Installation page, make sure the Language is set to "English (United States)" and then click install. NOTE: By default Office 365 installs the 32-bit version-Do Not Change. BCPS does not recommend installing the 64-bit installation due to compatibility issues.

5) At the bottom of the screen, select Run.
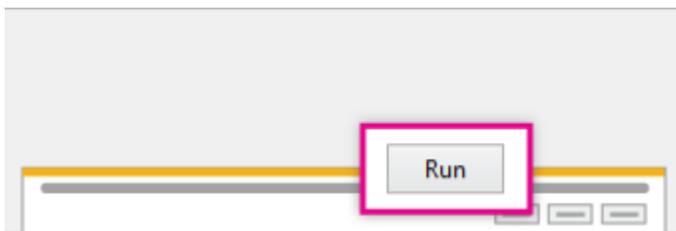
6) Follow the prompts and accept the license agreement.
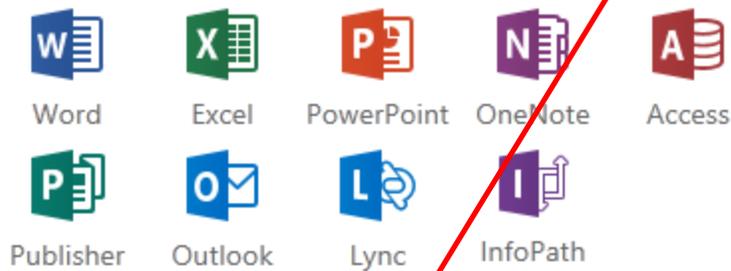7) When you see "You're good to go," select "All Done!".
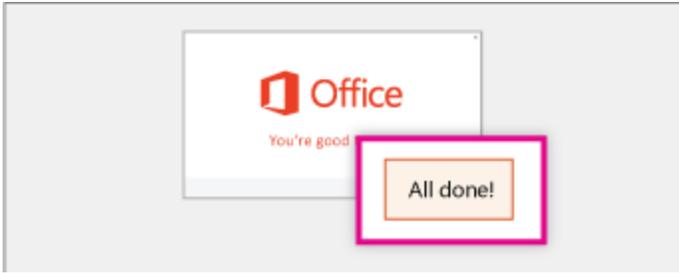
If you have any issues installing the software, or would like instructions for installing Office 365 on Apple or mobile devices, please click the "Troubleshoot Installation" link on the main installation page.