



Installing Microsoft Office 2016 Desktop Applications
Student Installation Guide

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Introduction

As part of each student’s enrollment, desktop and applications of Microsoft Office Suite are included as an additional free resource. This guide provides instructions for students to install applications of the Microsoft Suite on their PC, Mac or mobile device.

Prior to reading through guide, please click the link below to verify your device meets the minimum system requirements and select “Office 365 for business, education and government”: <https://products.office.com/en-us/office-system-requirements>.

NOTE: If you have Microsoft Office already installed on your computer, it is not necessary to download the Office 365 desktop application suite. Please continue to use the Microsoft Office program already installed to mitigate any software compatibility issues.

Locating your Office 365 Student Email Address and Password

Once logged into the Online School (OLS) with your student account, click on “My Account” from the top left of your screen and a popup dialog will appear. Your student school email is listed. For Office 365, your username is your full student school email address listed on this dialogue box. Your Office 365 password is the same password as the OLS.

The screenshot shows the Online School (OLS) interface. At the top, the user is logged in as 'Alphonso' with the account ID '1395775'. A 'My Account' popup dialog is open, displaying the following information:

- Personal Information:**
 - * User Name: aadamek
 - * Password: [Redacted]
 - * Confirm Password: [Redacted]
 - School Email: alphonsoa5775@k12schooldemo1.org (highlighted with a red box)
 - Email: aadamek@k12.com
 - * Home Phone: 3001010001
 - Preferred Name: [Empty]
- Contact Information:**
 - Mailing Address:** 1001 Corporate Park Drive, Herndon, Virginia 20176, UNITED STATES
 - Shipping Address:** 1001 Corporate Park Drive, Herndon, Virginia 20176, UNITED STATES
 - To update your address:**
 - Virtual Academies and International Academies: Contact your teacher or school administrator.
 - Virtual School Programs: Contact your school administrator.
 - Independent Study: Contact K12 Independent Study Sales by calling (866) 512-6463.

Navigating to the Office 365 Installation Menu

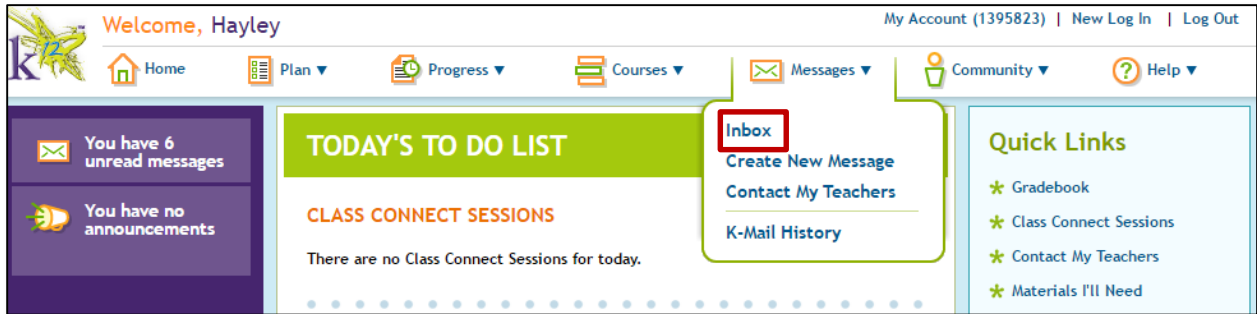
1. Log into the OLS with your student account at: <https://login-learn.k12.com/>

The screenshot shows the 'Login To Your Online school' page. The page has a K12 logo at the top left. It contains a login form with the following fields and buttons:

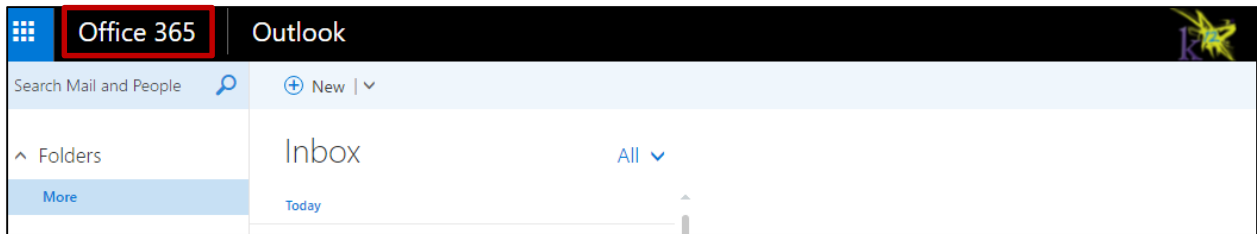
- Username:** [Text input field] [Forgot Username?](#)
- Password:** [Text input field] [Forgot Password?](#)
- Log In:** [Purple button]
- Have a registration ID?** Use your K¹² Registration ID to set up your K¹² account. [Set Up Your Account](#)

At the bottom of the page, there is a copyright notice: Copyright © 2016 K12 Inc. All rights reserved. K12 is a registered trademark of K12 Inc. The K12 OLS is covered by one or more patents. The K12 logo and other marks referenced are trademarks of K12 Inc., and other marks are owned by third parties. [Privacy Policy](#) [Intellectual Property Policy](#) [Terms of Use](#)

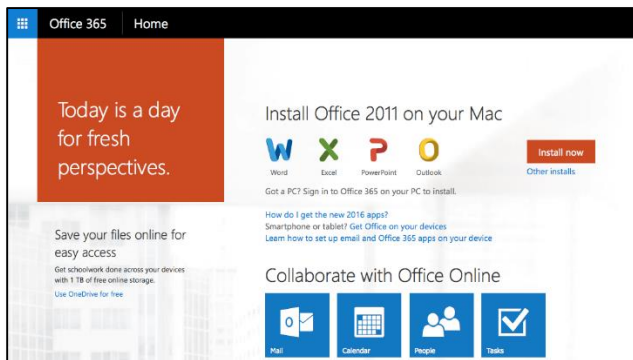
2. From the Messages drop down menu, select Inbox



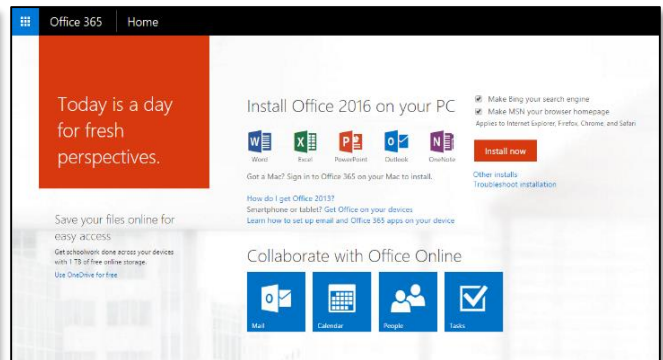
3. From the student Office 365 Outlook web client inbox, click on the Office 365 logo in the upper left



The next screen will be the Download Screen, which will automatically detect if you are on a PC or Mac and provide you download options for your computer:



Mac Download Screen



PC Download Screen

PC: Identifying if your machine is 32- or 64-bit

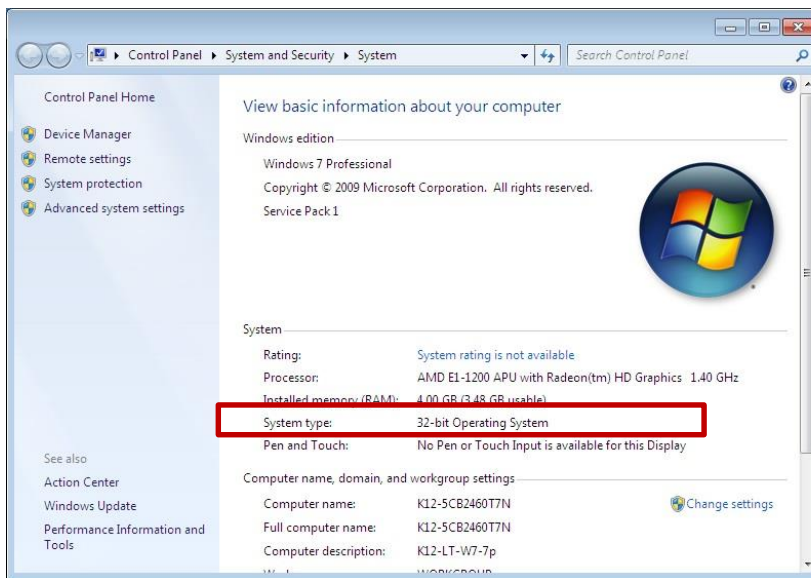
Prior to installing a copy of Office for your personal computer, it is important what type of software your machine is optimized to run. Follow the instructions below to identify if your machine is 32- or 64-bit optimized. **NOTE:** 64-bit machines can run either 32-bit or 64-bit software, however, 32-bit machines may only run 32-bit software.

Windows 7/Windows 8

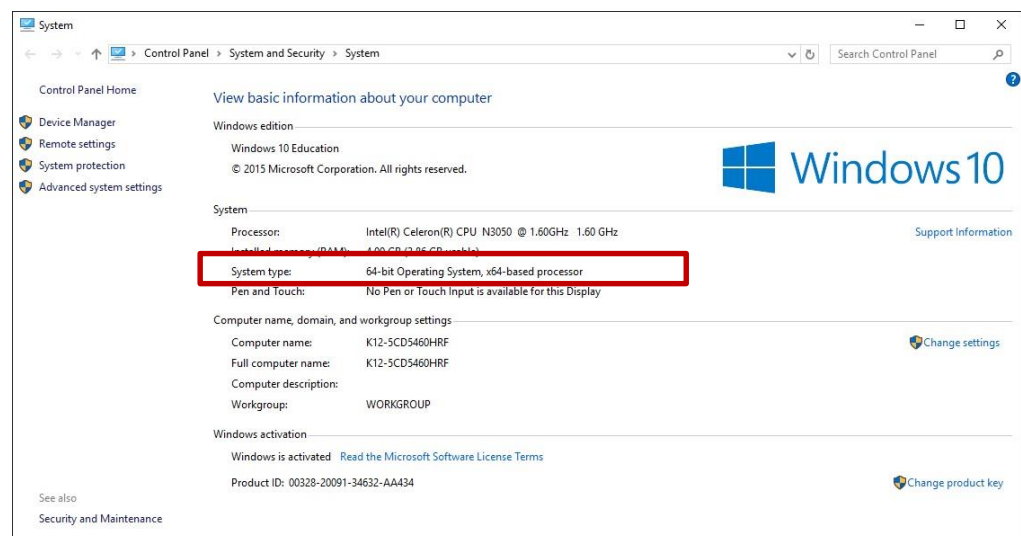
1. Click on the Start button
2. Right click on Computer
3. Click on Properties
4. Under System, you can view the system type

Windows 10

1. Right click the Start button
2. Click on Settings from the Start Menu
3. Click on System from the Settings Menu
4. Click on About to view the system specifications



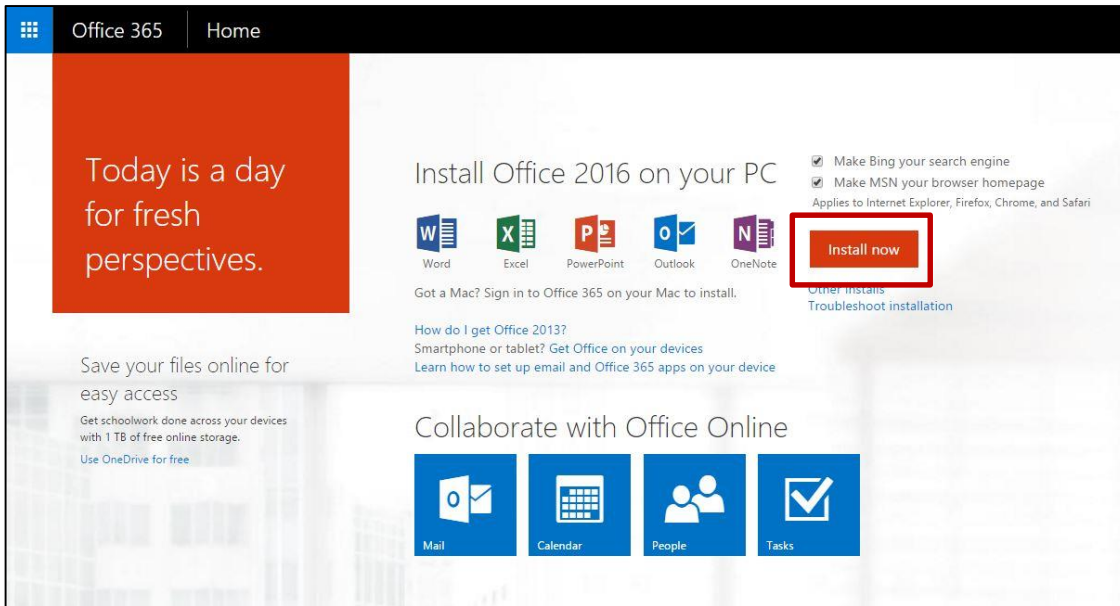
Windows 7



Windows 10

PC: Downloading and Installing 32-bit Microsoft Office Desktop Suite

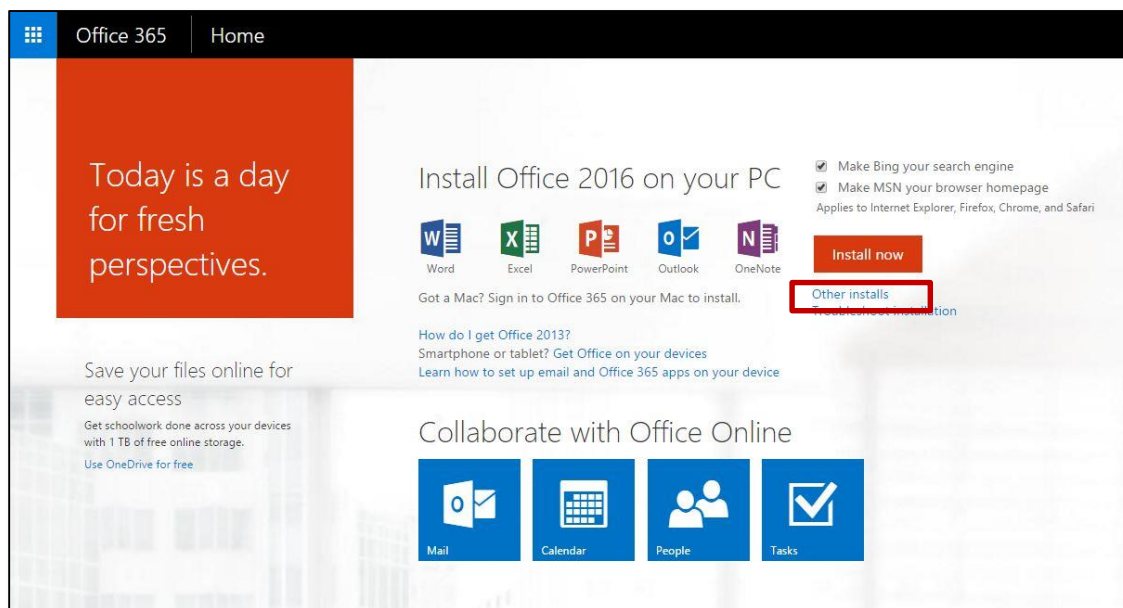
From the Download Screen, deselect the two check boxes: “Make Bing your search engine” and “Make MSN my browser homepage.” Next, select “Install Now” to quickly download a 32-bit desktop application of Word, Excel, PowerPoint, Outlook, OneNote:



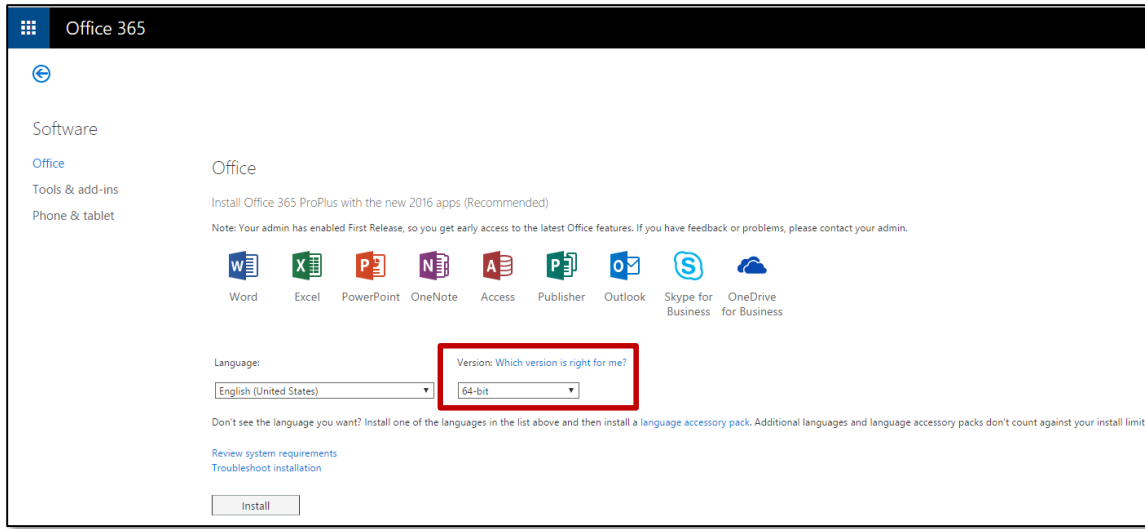
Once downloaded, go to your local downloads folder and double click on the “double-clickMicrosoft_Office_2016_Installer.pkg” file to initialize the setup process.

PC: Downloading and Installing 64-bit Microsoft Office Desktop Suite

From the download menu screen, select “Other Installs” located under the Install Now button:



On the next screen use the Version dropdown to select a PC download of either 32-bit or 64-bit:



Once downloaded, go to your local downloads folder and double click on the “double-clickMicrosoft_Office_2016_Installer.pkg” file to initialize the setup process.

Mac: Locating your Operating System

The Office 365 downloadable software will only be available for all Mac computers up through September, 2016. After September, 2016, users with Mac 10.10 Operating System and above will be the only users able to download and install the Microsoft Office student suite.

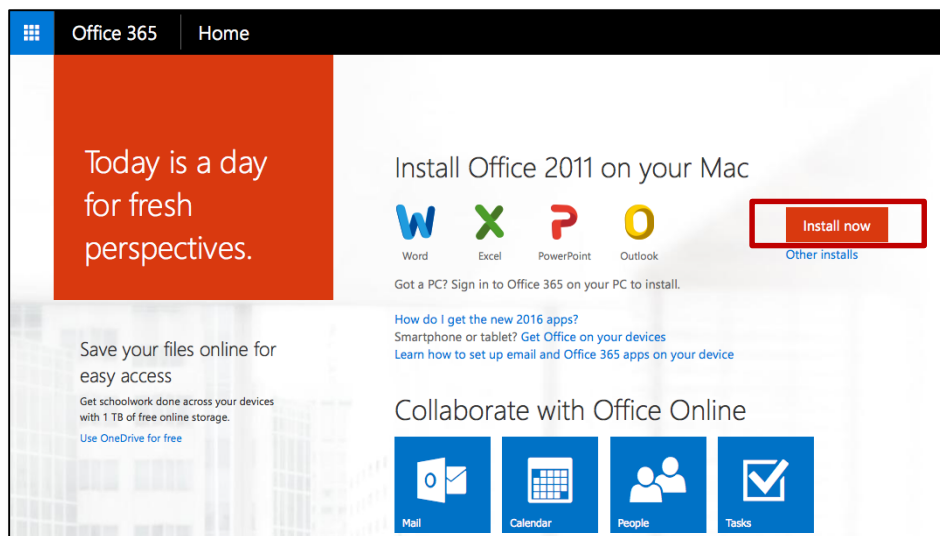
To locate your Mac's Operating System:

1. Click the Apple icon in the top right corner of your Mac's computer screen
2. Select "About This Mac" from the dropdown menu



Mac 10.10 Operating System and above: Installing Microsoft Office Suite

From the Download Screen, select "Install Now" to quickly download Mac applications of Word, Excel, PowerPoint, Outlook, OneNote:

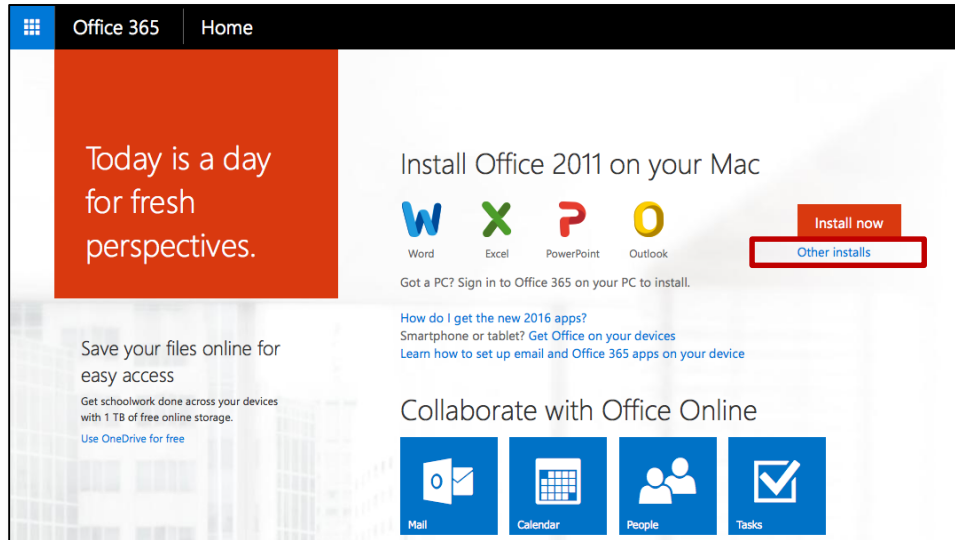


Once downloaded, go to your local downloads folder and double click on the "double-clickMicrosoft_Office_2016_Installer.pkg" file to initialize the setup process.

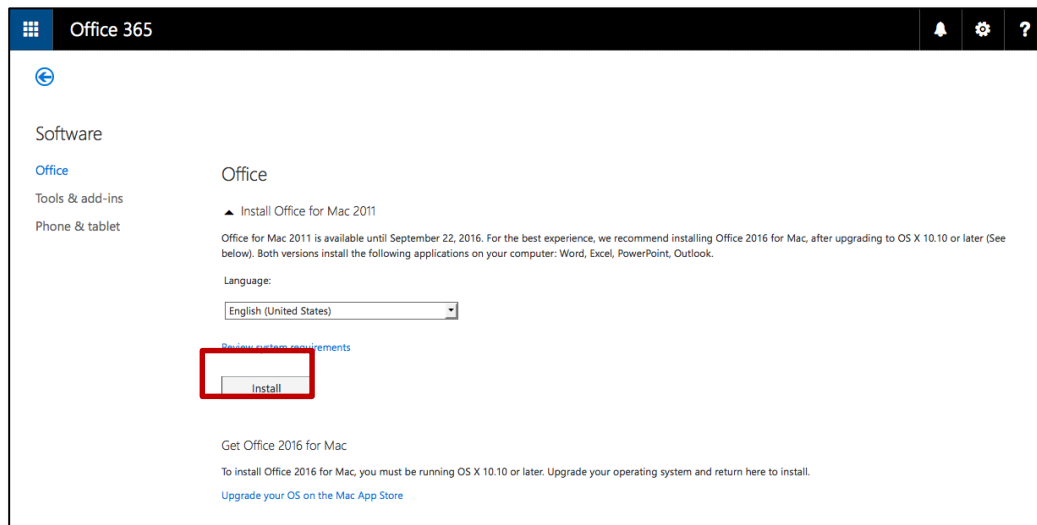
Mac 10.09 Operating System and below: Installing Microsoft Office 2011

If you are running an Operating Machine 10.09 or below for your Mac computer: Microsoft will only support Microsoft Office 2011 downloads until September 22nd, 2016 from the student account.

To download the Microsoft Office 2011 software, from the download menu screen, select “Other Installs” located under the Install Now button:



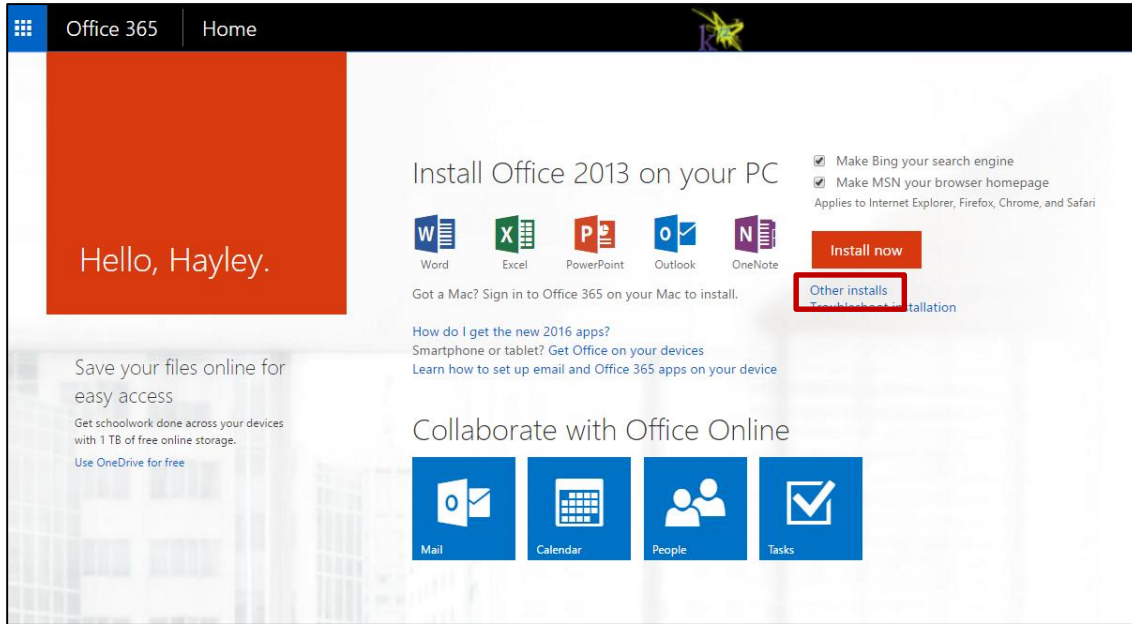
On the next screen, review the notice that the software for Mac Office 2011 will be available until September 22nd, 2016 and click “Install”:



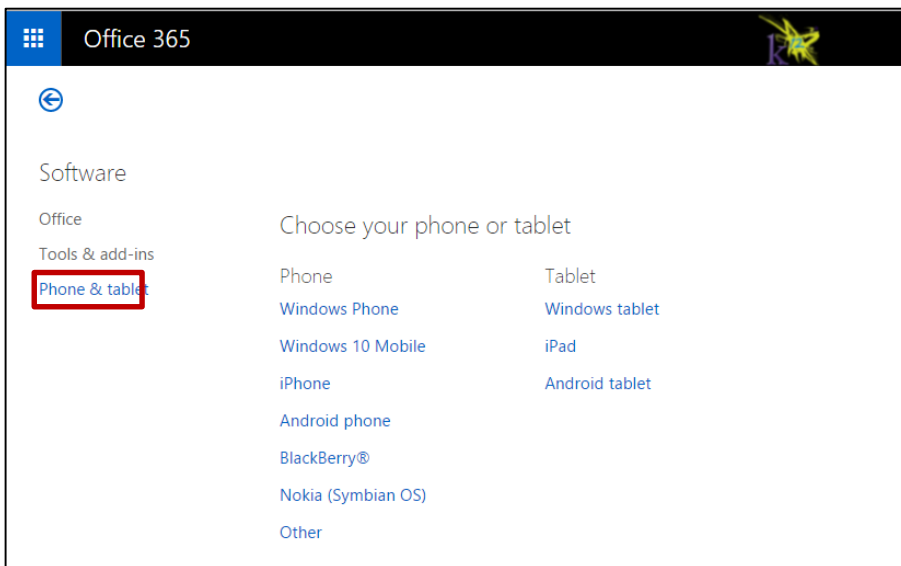
Once completed, go to your downloads folder and to initialize installation, double-click on the file: MicrosoftOffice2011.dmg.

Mobile Devices: Installing Microsoft Office Applications

From the download menu screen select "Other Installs":



From the Software screen, select "Phone and Tablet" from the left navigation bar. Select your mobile device brand to receive further instructions on installing the Office Suite on the mobile device.



If you are using a Windows Phone or Windows 10 Mobile phone, the Office 365 are already installed. All other devices selected will redirect to a landing page where the download link can be sent via email or SMS Text to your mobile device.

Activation of your Office 365 Account

Initially, upon opening the application on a mobile device or on your computer, you may be prompted for your Office 365 credentials to activate the software. To locate your Office 365 credentials, reference the section in this document: “Locating your Office 365 Student Email Address and Password”.

Deactivation of your Office 365 Account

Your Office 365 student account will remain active as long as you are a virtual student enrolled at K12. Once you (the student) withdraws from your school, your Microsoft Office 365 will also be deactivated. Functionality of the desktop or mobile applications will no longer work.