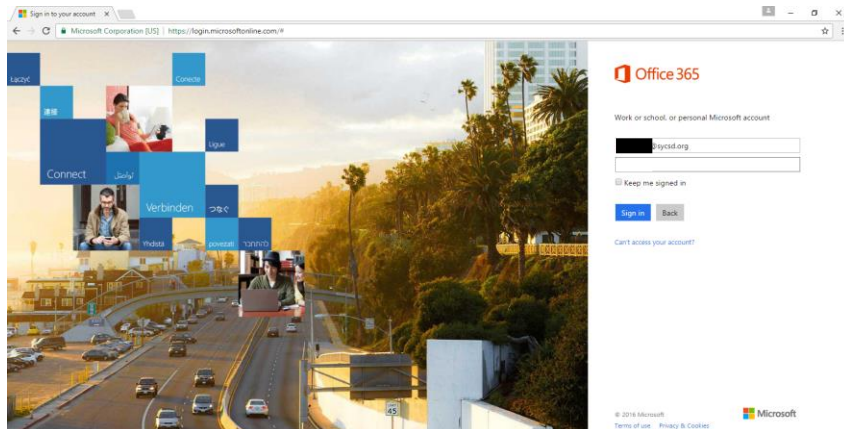


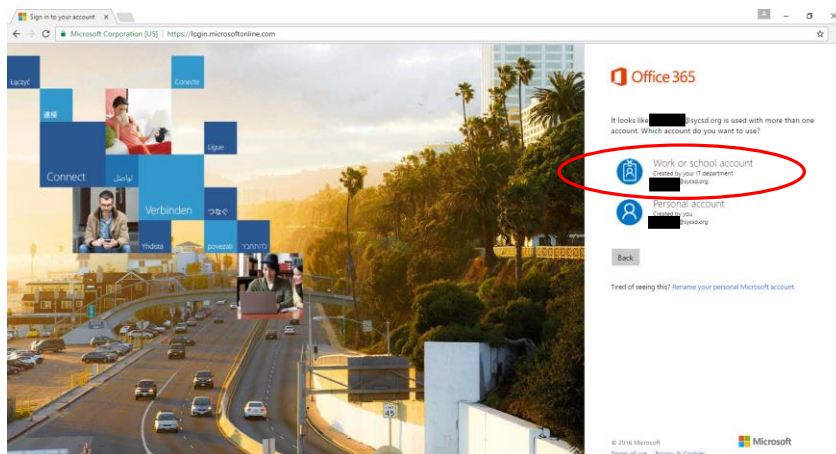
# Office 365 for Faculty and Staff

All SYCSD faculty and staff can download and install the latest version of Microsoft Office on up to five computers or devices, both District owned or personal.

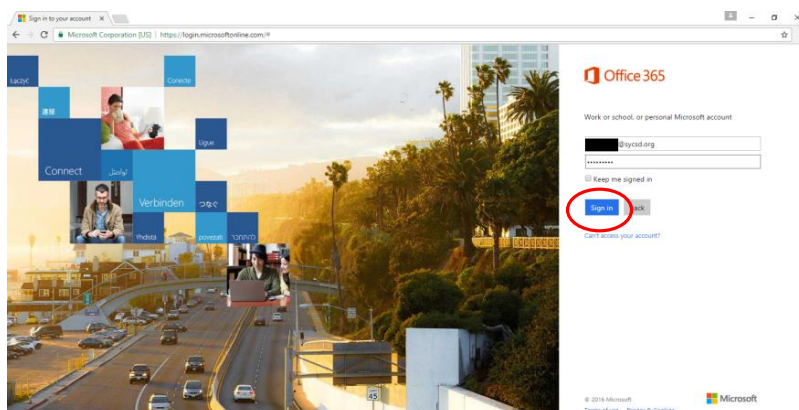
Navigate to <https://login.microsoftonline.com/> and enter your District email address.



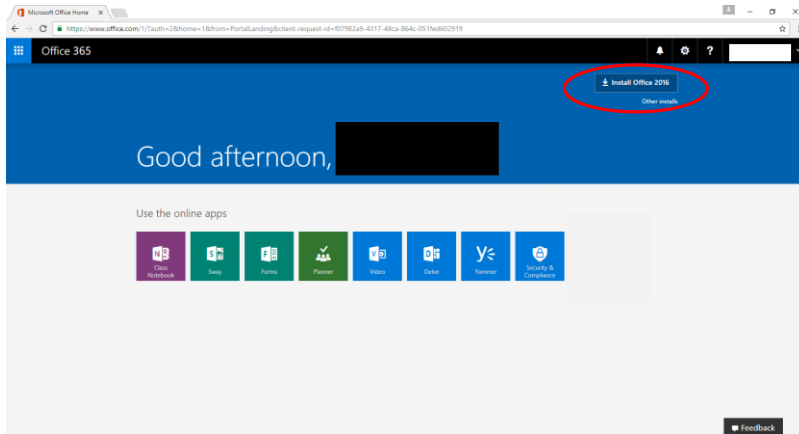
If a screen is displayed asking which account to use, choose “Work or school account”.



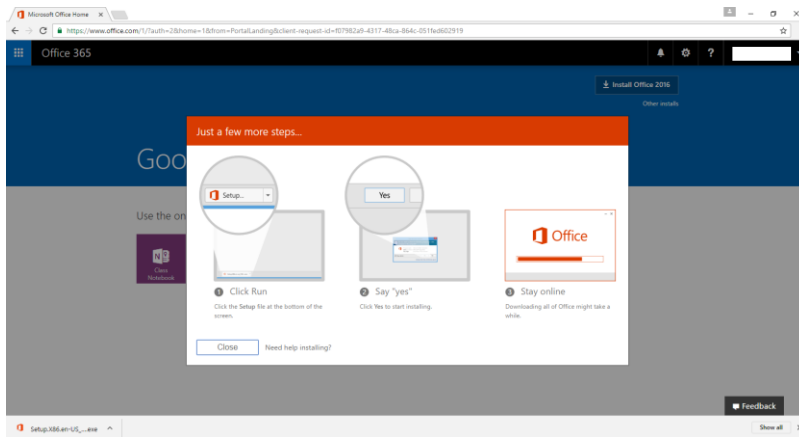
Enter your District password and click Sign in.



Click on the "Install Office 2016" link.



This will automatically start to download the install program. Follow the prompts to start installing the software after it has finished downloading.

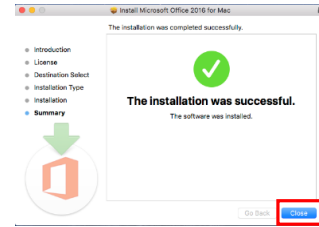
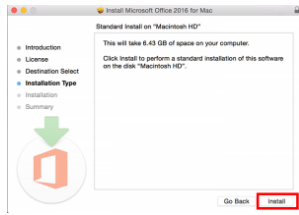


**Windows Users:** Once the setup is started, the process should be entirely automated and flash through multiple screens. When setup is complete, click the Close button. The Microsoft Office suite should now be installed on your computer and ready to use.

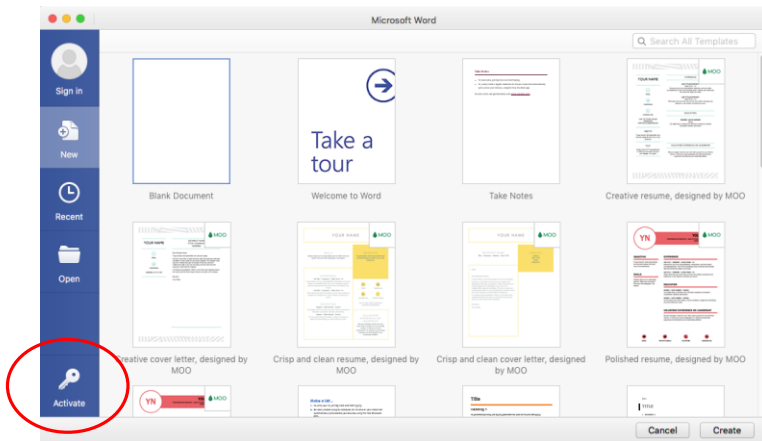


**Mac Users:** You will need to follow the installation wizard to complete the Microsoft Office install.

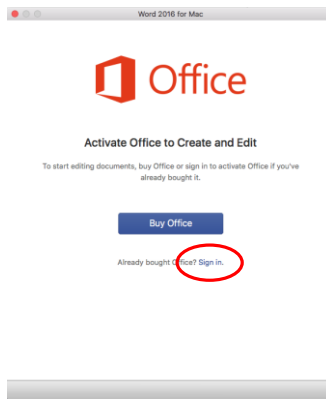




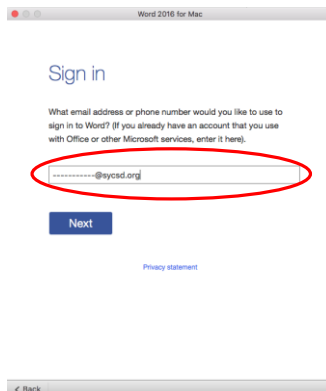
Once the install has finished, the next step is to properly license it. Open Microsoft Word and click on the “Activate” button on the bottom left.



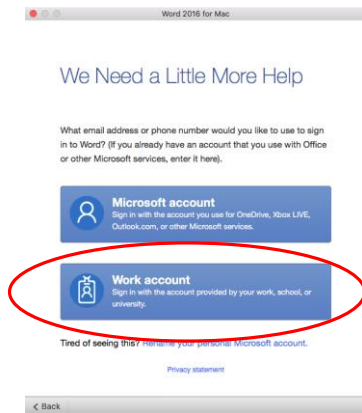
Click the “Sign in” link.



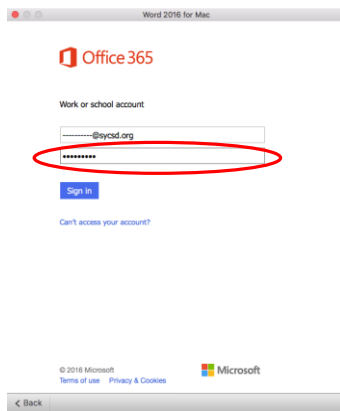
Enter your District email account and click Next.



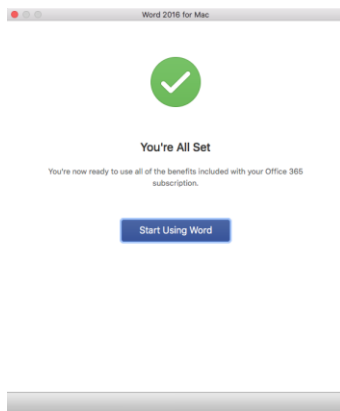
If you are prompted with this screen, specify that this is your “Work account”.



Enter your District password and click “Sign in”.



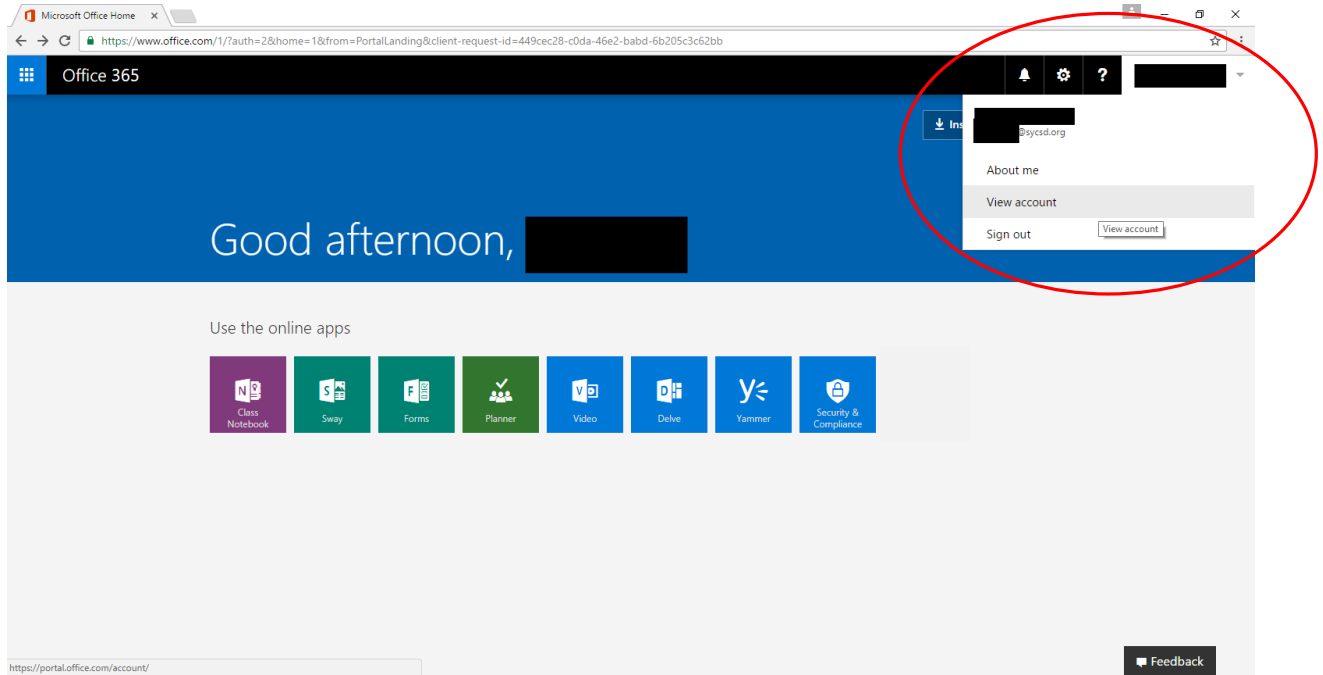
Once you get the “You’re All Set” screen, then your install of Microsoft Office has completed and been properly licensed.



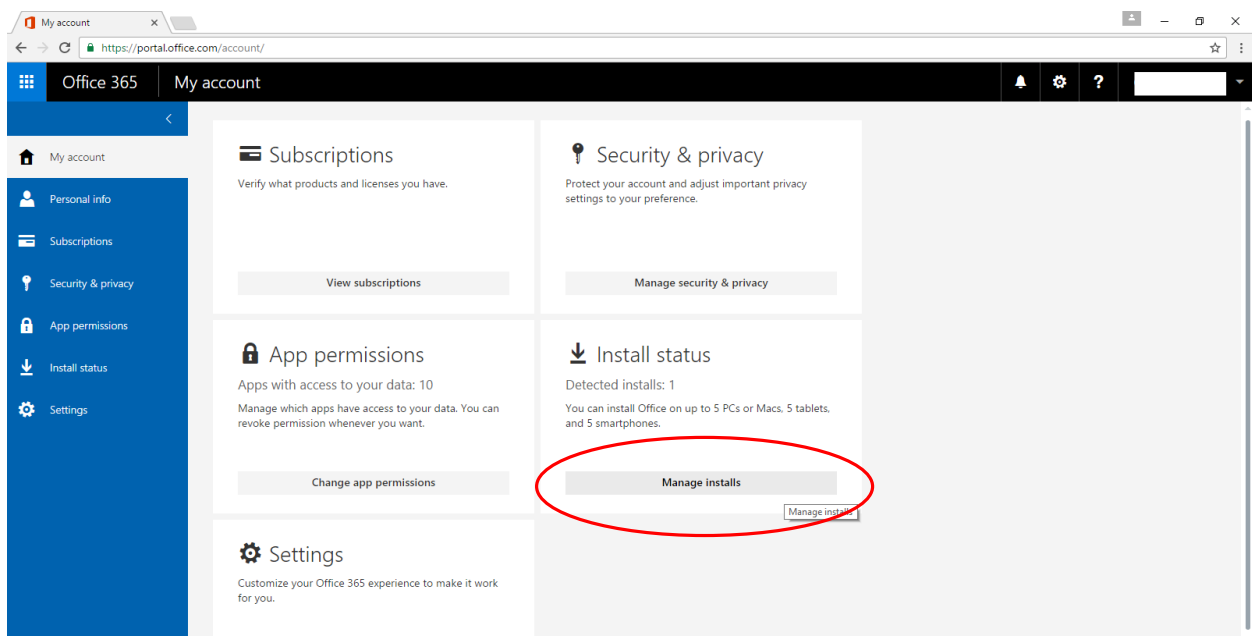
# Deactivating a license

You are entitled to install Microsoft Office on up to 5 computers. If you must transfer a license, uninstalling alone is not enough. You must also deactivate the device from your account.

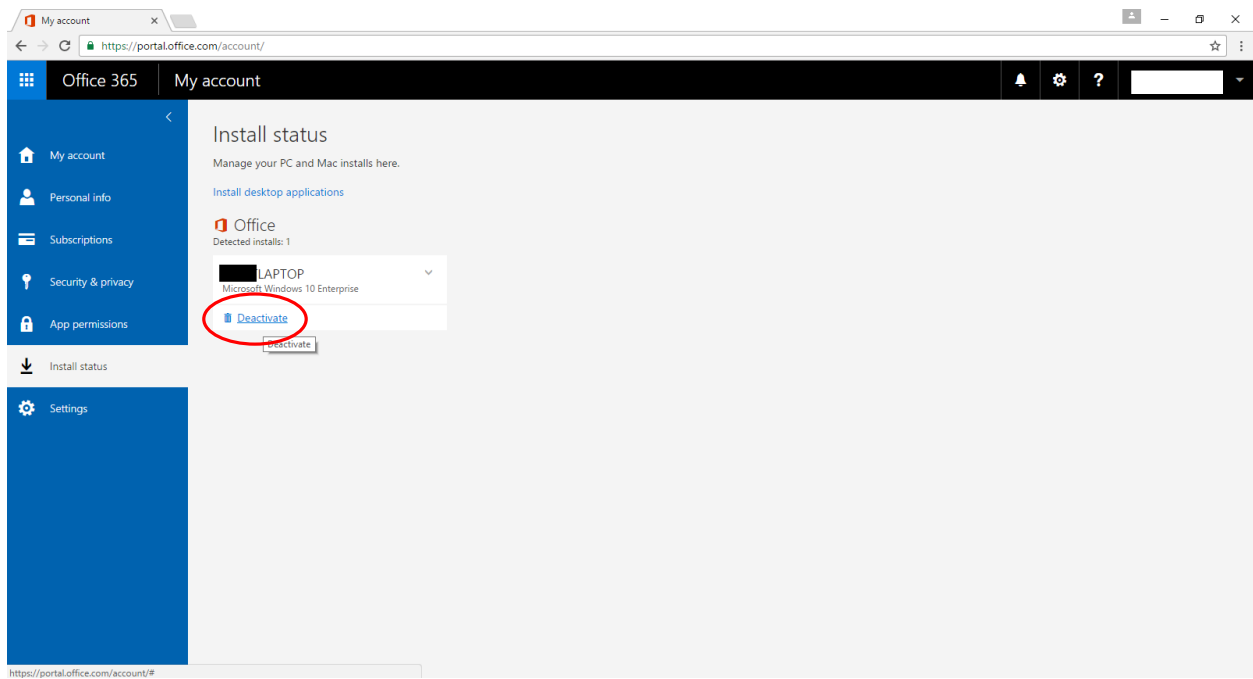
Navigate back to <https://login.microsoftonline.com/> and Sign In to your account. Click on the drop down arrow in the upper right corner and select "View Account".



Click on "Manage installs".



Find the device that you wish to deactivate and click the “Deactivate” link.



It will confirm you wish to deactivate this install, click “Yes”.

