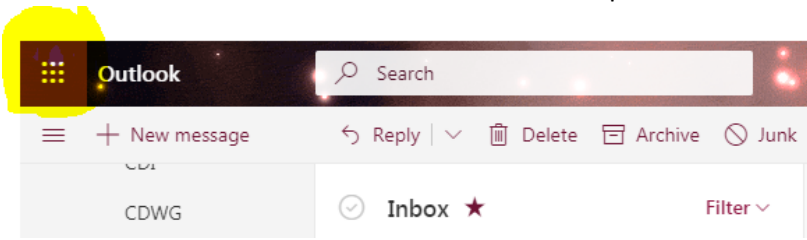
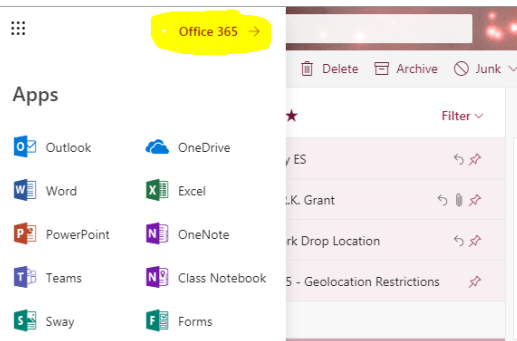


Install Office to Computer from Office365 (updated 2/11/19)

1. Using Google Chrome, login to your K12 email (login.microsoftonline.com)
2. Go to the APP LAUNCHER. This is the icon in the top left corner that looks like a waffle:



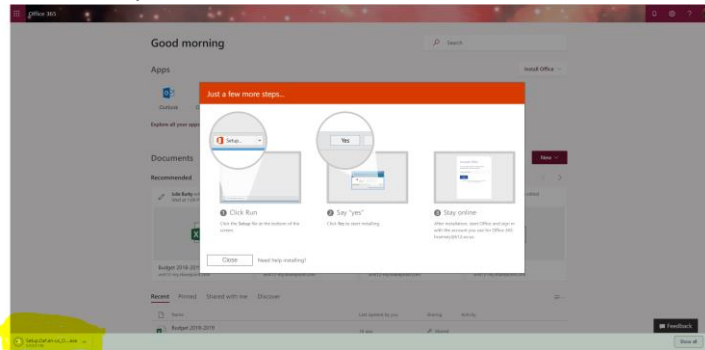
3. Click on Office365



4. Click INSTALL OFFICE and choose top option OFFICE365 APPS.



5. Download should start immediately and will take a few minutes. Once it finishes, click on the file in the bottom



toolbar and click RUN.

6. This will begin Office installing to your computer. Just follow the screens as the download progresses. If you are asked to sign into Office, use your K12 email and password. This will complete the activation. You may not be asked to activate until you open Word/PowerPoint/Excel for the first time and it prompts you to sign in. Remember, just sign in with you K12 email account.

If you have any questions, please feel free to call the RCS technology department. We will be glad to help!