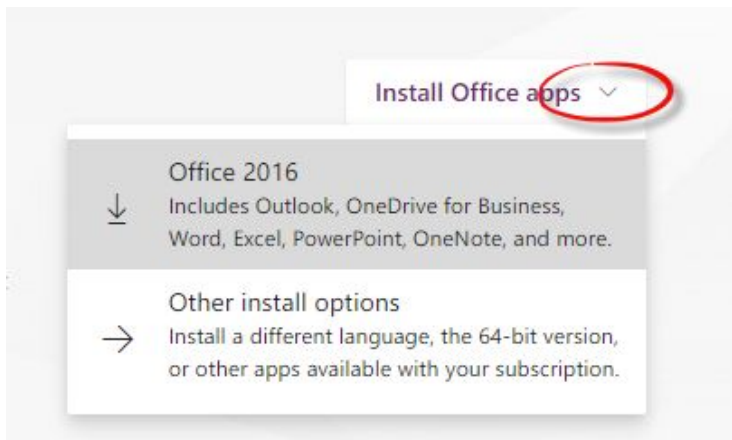


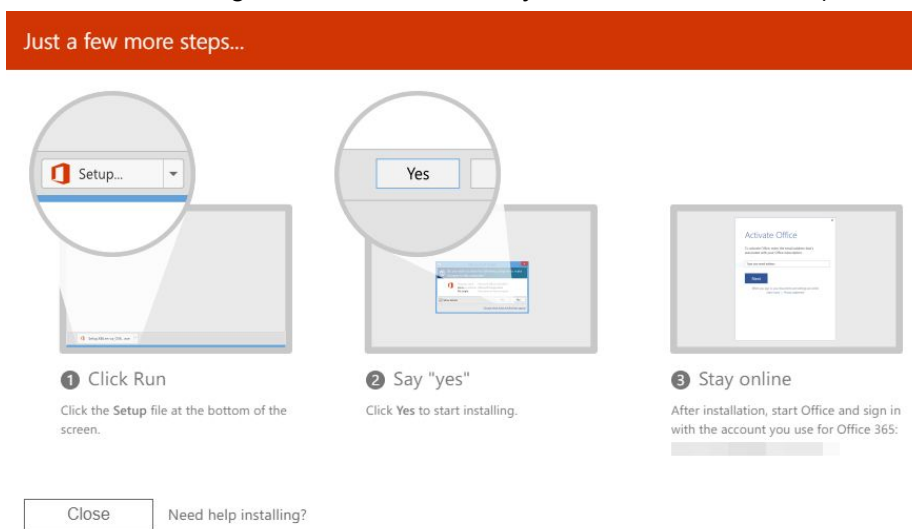
This tutorial is for installing Office Professional Plus for free on personal computers and devices. This is available to all Great Falls Public Schools teachers and students in third grade and up. It is necessary for you to have logged into a school computer with your ID number and personal password in order for your account to be recognized in Office 365. If you have not logged into a school district computer, you will need to do so before attempting this process.

Login to Office 365 on the device you wish to install Office Professional Plus. If you are using a Mac, you will sign in to Office 365 on your Mac. Remember that as a student, your username is your firstname.lastname.graduationyear@gfps.k12.mt.us. Your password will be identical to the one used at school to log in to a computer or your Google Drive.

Once logged into Office 365, in the top right, you will see the “Install Office apps” button. Click on “Office 2016”.



Click the “Setup” file at the bottom of the screen - click “Yes” to start installing. After installation, start Office and sign in with the account you use for Office 365 (school district account).



This installation process can be repeated on up to five computers and/or five devices.