Office 365

Students How to Install the latest version of Microsoft Office on your personal computer or laptop and on your Mobile Device, Smartphone, and Tablet from the Office 365 Website

Word Excel PowerPoint OneNote Access Publisher Outlook Skype for Business InfoPath OneDrive for Business

Office 365 is a website you can go to on any web browser including IE, Chrome, FireFox, and Safari. You do not have to install anything. It works in your web browser on any device with Internet access at work, school, and at home. Within Office 365 we all have up to 5 install licenses to install Microsoft Office the full desktop programs on your personal computer and laptops, meaning you can install Office on 5 different personal computer or laptop devices. Note: The following are not instructions for your School Site or District computer workstation or laptop. You will need to go through the Help Desk to get Office 2013 installed on your work computer.

Windows Users: The Install now button in Office 365 works with Windows 7, Windows 8.1, or Windows 10 computer or laptops. You will install Office 2013 version that includes Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Skype for Business, InfoPath, and OneDrive for Business. Note: If you have Windows Vista or XP this install will not work on those devices.

Apple Mac Users: The Install now button in Office 365 works with Apple Mac computers and laptops. You will install Office 2011 or it may give you Office 2016 version that includes Word, Excel, PowerPoint, Outlook, and OneNote.

1. On your own personal computer or laptop go to http://portal.monet.k12.ca.us and you will have to use your District email address (studentID#@monet.k12.ca.us for students) as the username and School Site computer password as your password.

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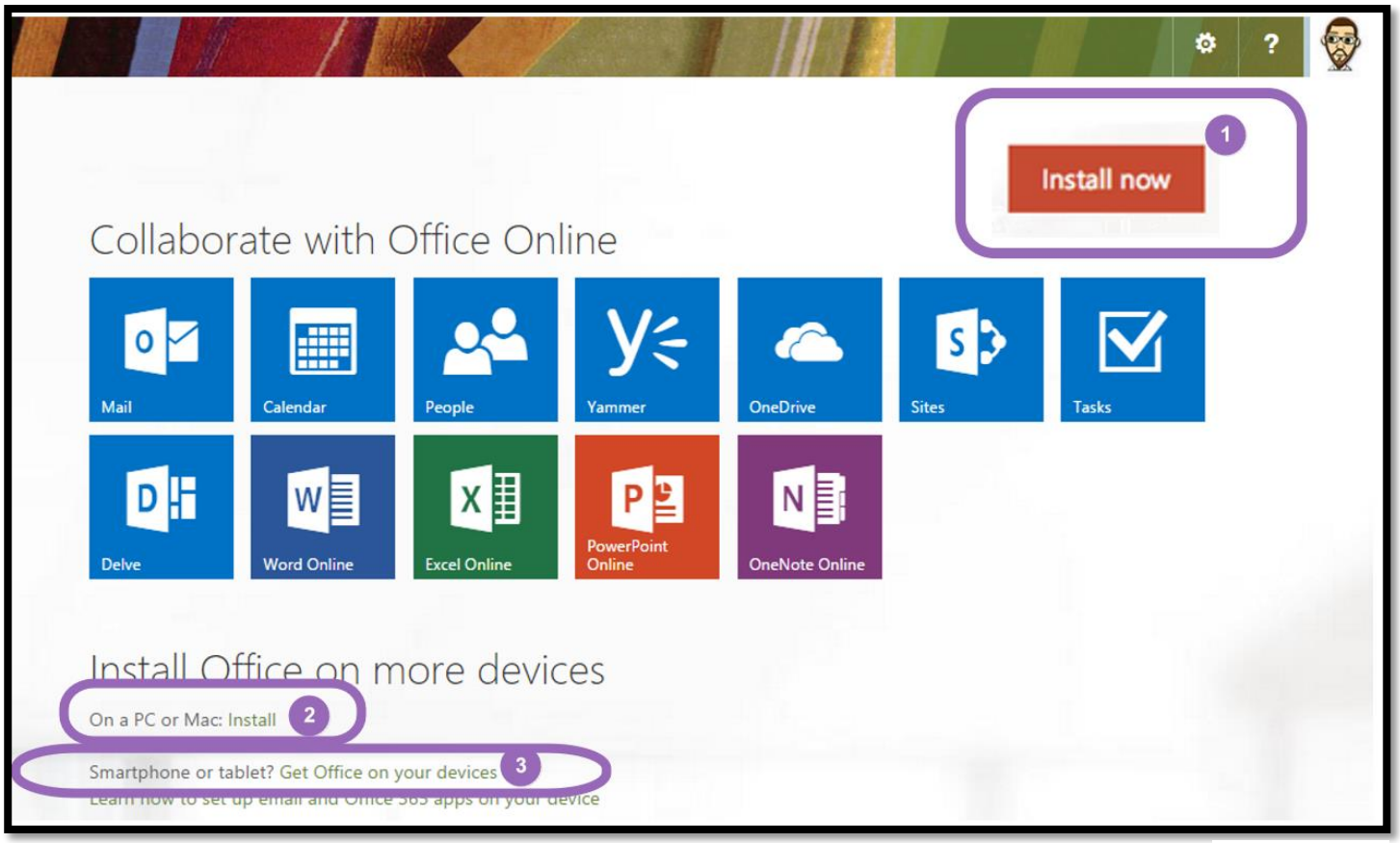
Visit http://bit.ly/installstudentsapps365 for video on how to do these installs
Modesto City Schools Office of Instructional Technology

2. Once you have logged into Office 365 website on your personal computer or laptop then click the (1) Install now button in the top right corner. If the Install now button is no longer on the screen you can click on (2) the link "On a PC or Mac Install" and click the Install button located at the bottom of the web page.
3. If you need to view or deactivate which personal computer or laptops you have used your Install licenses with you can click on (2) the link "On a PC or Mac Install"
4. To install on your Mobile device, smartphone and tablet including Android, Apple, and Windows you will not use the Install now button mentioned above. Instead you will go to the App store on your personal device to install the available apps from Microsoft on those devices. For Apple users iPhone or iPad you would go to the Apple App Store on your device. For Android you would go to the Play Store to install apps on your device. And Windows phone users will go to the Windows App Store on their device to install apps. To see what apps are available for your device click on (3) the link "Smartphone or tablet? Get Office on your devices". Note: you have unlimited installs of Microsoft apps on your mobile devices and they do not count against your 5 install licenses. Sign into each app with your same login as you do to log into Office 365 website.