



**MOUNT SINAI UNION FREE SCHOOL DISTRICT**  
**118 North Country Road**  
**Mount Sinai, New York 11766**



## **How to Download Microsoft Office 365**

<http://www.microsoftonline.com>

With a Mount Sinai issued Microsoft Office 365 account, you can download the Microsoft Office software, for free, on up to five computers.

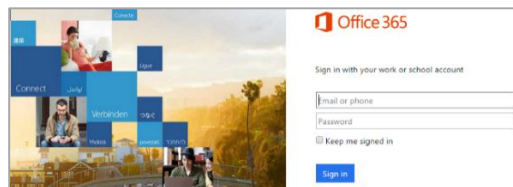
*\* Please note that the download will not work if you already have Office 2013 or 2016 installed on your computer.*

### **LOGIN INFORMATION**

1. To access Microsoft Office 365, go to: <http://www.microsoftonline.com> or  
Go to the ES, MS, or HS website and click the Faculty Resources page listed under Faculty.  
Click the *Microsoft Office 365* link and then click the link titled, *Click here to login to Office 365 Online.*
2. Sign in with the following:

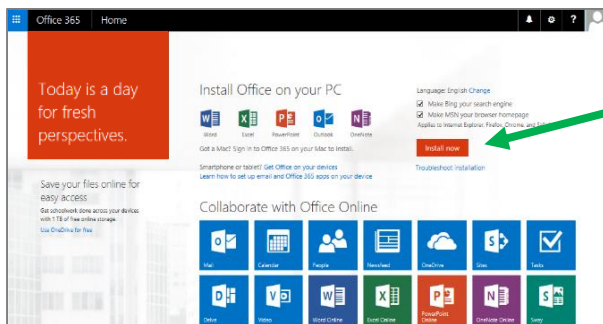
**Username:** *Current Mt. Sinai network username followed by @mtsinai.k12.ny.us*  
For example, John Doe's username would be *jd@mtsinai.k12.ny.us*.

**Password:** *Current Mt. Sinai network password*  
This is the same password you use when logging in to our school computers.



### **DOWNLOAD SOFTWARE**

Once you login, you will be brought to a page that looks similar to this:



#### **Click Install Now.**

*\* You may want to uncheck the following options beforehand:*

Language: English [Change](#)

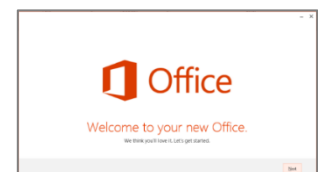
Make Bing your search engine

Make MSN your browser homepage

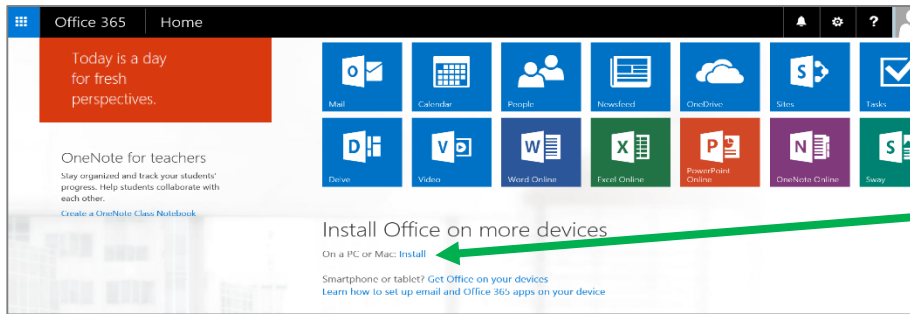
Applies to Internet Explorer, Firefox, Chrome, and Safari

The installation process will begin and eventually the following screen will appear.  
Continue on until the installation is complete.

[Click here to view system requirements.](#)  
[Click here to access troubleshooting tips.](#)



After you have installed one copy of the software, the Office 365 homepage *may* change slightly to look like this:



If you wish to install the software on additional computers, **Click Install.**

### SETTINGS MENU

Allows you to manage Office 365 settings and keep track of your software downloads.

1. Login to Microsoft Office 365 (<http://www.microsoftonline.com>)
2. Click the Settings button



3. General settings such as changing your password and theme can be found here.
4. Click 'Software: Install and manage software'.

This is another place where you can download the Office software.

If you already downloaded the software on one or more of your computers, you will see them listed.

A screenshot of the 'Office' installation management page. It has a heading 'Office' and a sub-heading 'Manage installs'. Below that, there's a note: 'If you don't have any installs left, you can deactivate an install on one computer and install Office on another.' Below the note is a table with three columns: 'COMPUTER NAME', 'OPERATING SYSTEM', and 'INSTALLATION DATE'. There is also a 'Deactivate' link in the right column.

COMPUTER NAME	OPERATING SYSTEM	INSTALLATION DATE	
MSSTAFFDEV-03	Microsoft Windows 7 Professional	10/23/2015	Deactivate

If you are no longer using that computer, you can 'deactivate' the software to free up one of your licenses.

### UNINSTALL EXISTING MICROSOFT OFFICE SOFTWARE

If you are unable to download the Office software, most likely you already have Office 2013 or 2016 installed on your computer. Therefore you can keep using your existing Office software and do not need to install another copy. However, if you want to uninstall your existing copy, do the following:

- Go to your computer's Control Panel
- Click either 'Programs and Features' or 'Uninstall a program'
- In the Name column, find 'Microsoft Office'. Double click on it to continue through the uninstall process. You can then go ahead and download your new copy of the Office software using the steps listed above.

### BACK TO THE OFFICE 365 HOMEPAGE

You can always get back to the Office 365 homepage by clicking the Office 365 button.



Click the *waffle* button to quickly choose the Office app that you want to access.