

# Installing Office Apps from Office 365

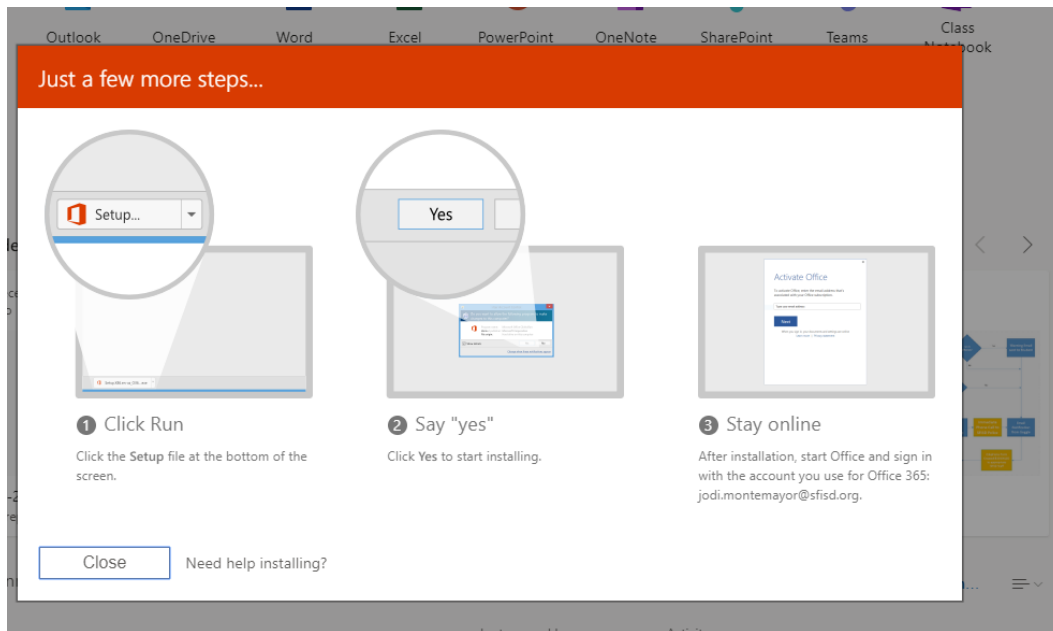
1. Access your Office 365 account by logging in using the “Office 365” link on our SFISD Homepage under the “Employees” tab.

The screenshot shows the Santa Fe Independent School District website. The top navigation bar includes links for District Home, Our Schools, User Options, Translate, and Find it Fast. The main navigation menu includes Home, District Info, Departments, Community, Parents, Schools, Students, Staff, and Employment. The Staff Directory page is displayed, with a search bar and a list of links organized by letter. The 'O' section contains a link for 'Office 365 Apps & Webmail', which is circled in red.

2. Click on the **Install Office** drop down in the top right hand corner and select Office 365 apps.

The screenshot shows the Office 365 interface. The top bar includes the Office 365 logo, a search bar, and a notification bell. The main content area displays a 'Good afternoon' greeting and a grid of Office 365 apps: Start new, Outlook, OneDrive, Word, Excel, PowerPoint, OneNote, Sway, Forms, and All apps. The 'Install Office' dropdown menu is open, showing options for 'Office 365 apps' (which includes Outlook, OneDrive for Business, Word, Excel, PowerPoint, and more) and 'Other install options' (which allows selecting a different language or installing other apps available with the subscription).

3. Follow the steps on the next screen. If they are already installed, an error will come up and will not allow installation to occur.



4. Once installed, click on the windows button -> all programs -> Office 2016 to open it from your desktop

