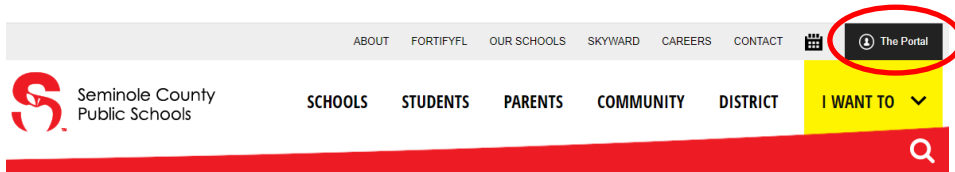


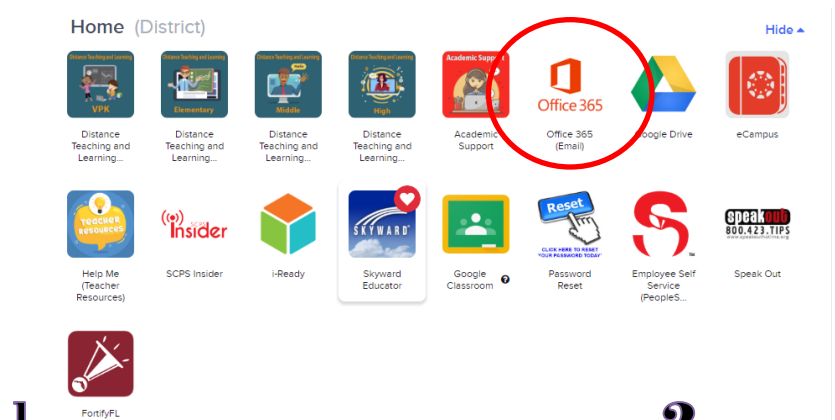
How To Install Office 365 Desktop Applications

All students and employees of Seminole County Public Schools are able to install a limited number of copies of the full Office 365 desktop application suite on their personal computers. Below are instructions for how to begin this process.

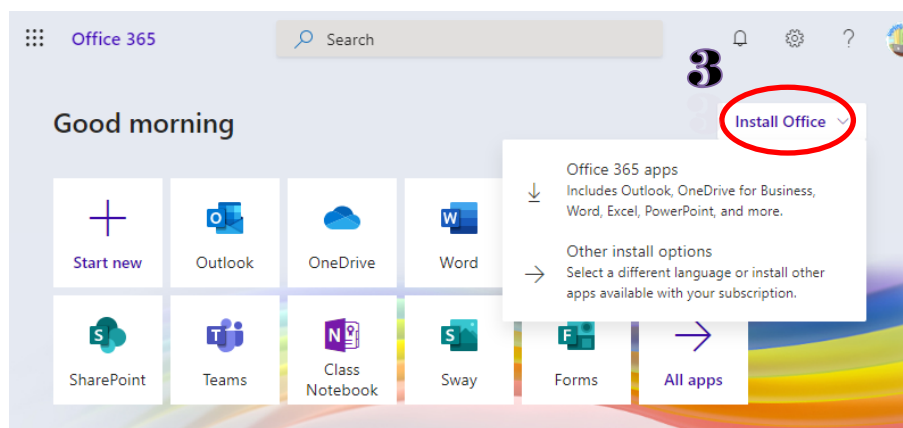
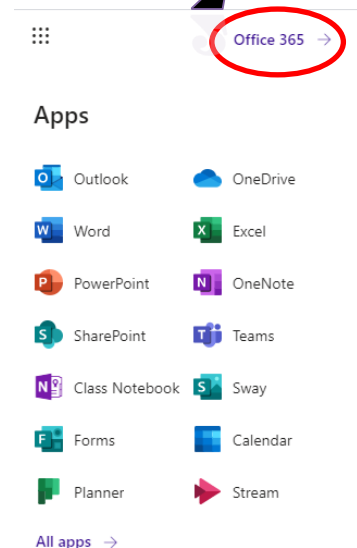
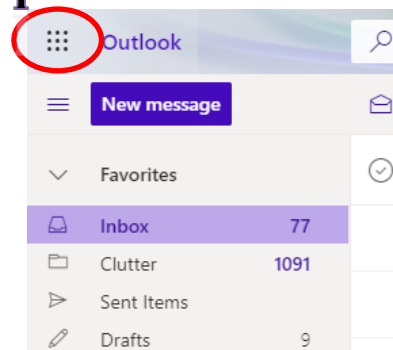


Start by logging into **The Portal**. You can find it on the SCPS homepage.

Once you are in Clever, scroll down to the Home section and click on **Office 365**. You may be prompted to log in again. *Please note, your list of icons under Home may be different than the one's pictured.*



Now, click on the 'waffle' (1), then click on **Office 365** (2). Next, click on 'Install Office' (3). Choose 'Office 365 apps.' A new window will open and you will be prompted to download the installer. Open 'OfficeSetup.exe' and follow the onscreen prompts.



Once the installation has finished, the last step is to log in to the software. Use the email address and password that you use to log into The Portal.



MILWEE
Middle School
Pre-Engineering Magnet