

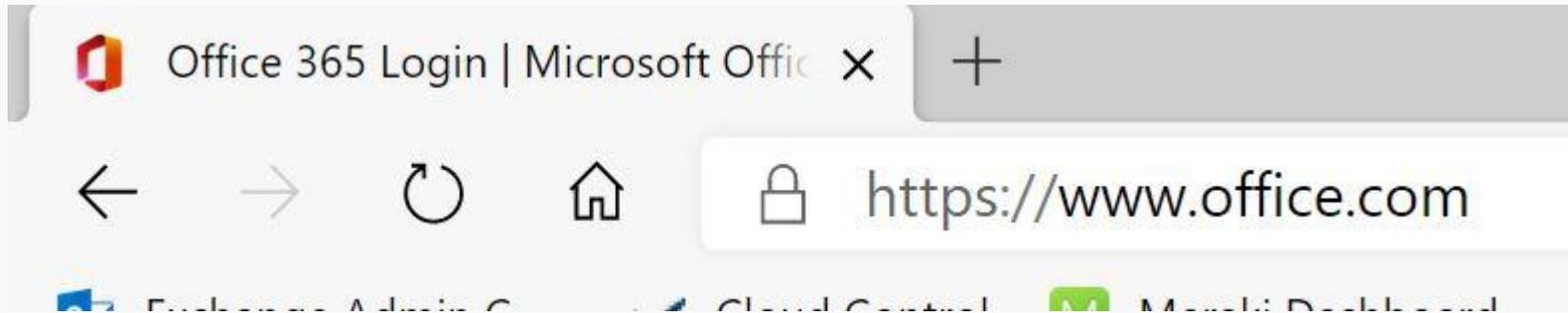
# Office 365 Digital Download Directions



# Office 365

## Digital Download Directions

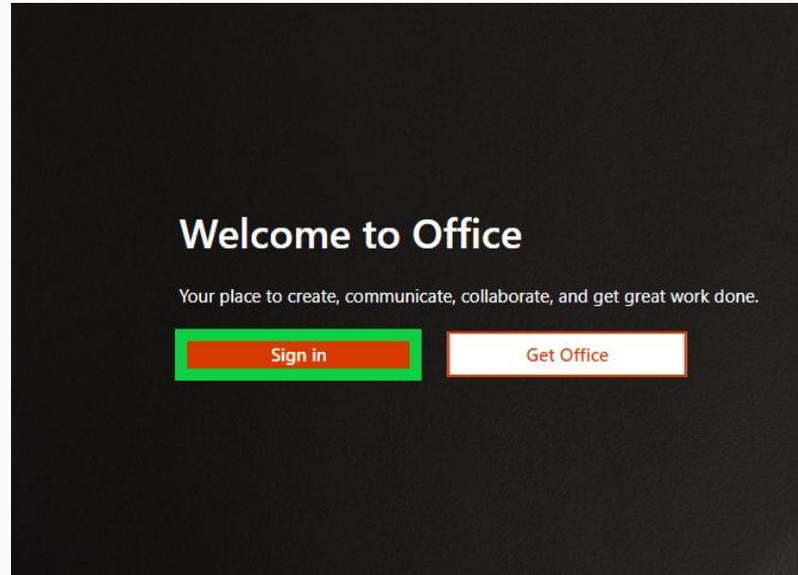
- Open up your web browser (Edge, Chrome, Firefox)
  - Type [www.office.com](https://www.office.com) into the address bar



# Office 365

## Digital Download Directions

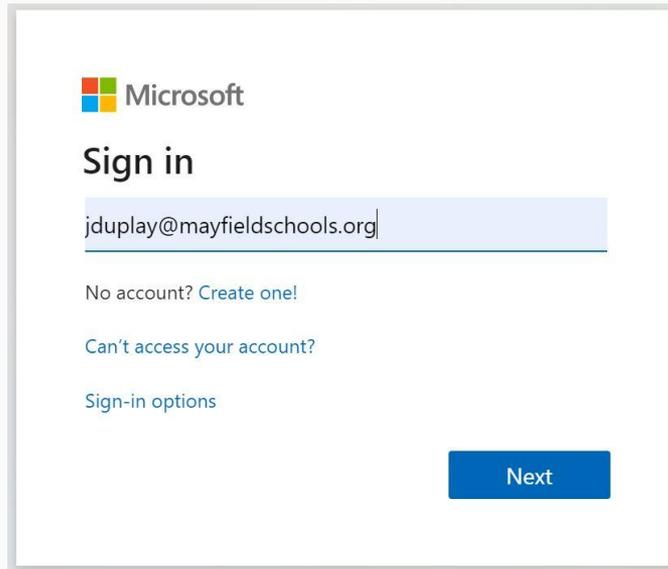
- Click on Sign In



# Office 365

## Digital Download Directions

- Enter your Mayfield email account
  - Click Next

A screenshot of the Microsoft sign-in page. At the top left is the Microsoft logo. Below it is the text "Sign in". A text input field contains the email address "jduplay@mayfieldschools.org". Below the input field are three links: "No account? Create one!", "Can't access your account?", and "Sign-in options". At the bottom right is a blue button labeled "Next".

Microsoft

Sign in

jduplay@mayfieldschools.org

No account? [Create one!](#)

[Can't access your account?](#)

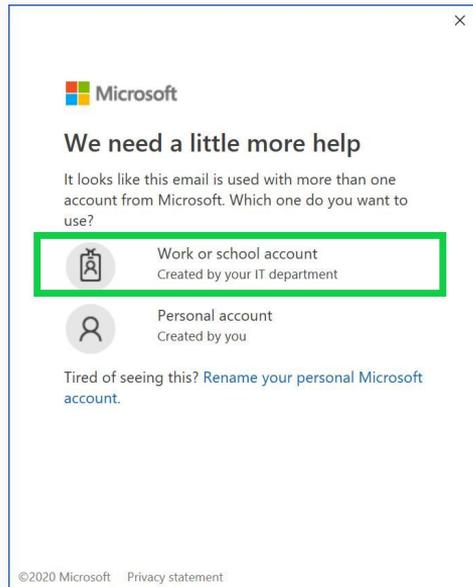
[Sign-in options](#)

Next

# Office 365

## Digital Download Directions

- If Prompted, Click on - Work or School Account



# Office 365

## Digital Download Directions

- Enter your computer password
  - Click Sign In



Microsoft

adroz@mayfieldschools.org

**Enter password**

.....

[Forgot my password](#)

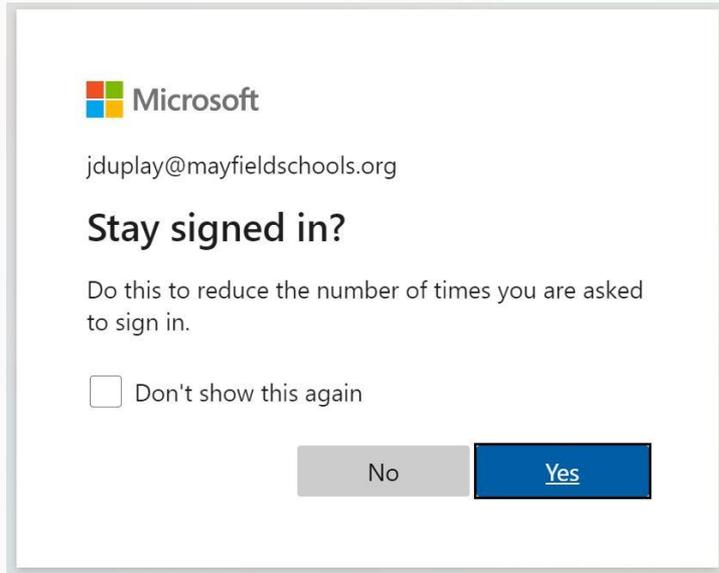
[Sign in with another account](#)

**Sign in**

# Office 365

## Digital Download Directions

- Click no to stay signed in

A screenshot of a Microsoft sign-in dialog box. The dialog box is white with a thin grey border. At the top left is the Microsoft logo (four colored squares) followed by the word "Microsoft". Below that is the email address "jduplay@mayfieldschools.org". The main heading is "Stay signed in?". Below the heading is the text "Do this to reduce the number of times you are asked to sign in." There is a checkbox with the label "Don't show this again". At the bottom are two buttons: a grey "No" button and a blue "Yes" button with a white underline under the text.

 Microsoft

jduplay@mayfieldschools.org

**Stay signed in?**

Do this to reduce the number of times you are asked to sign in.

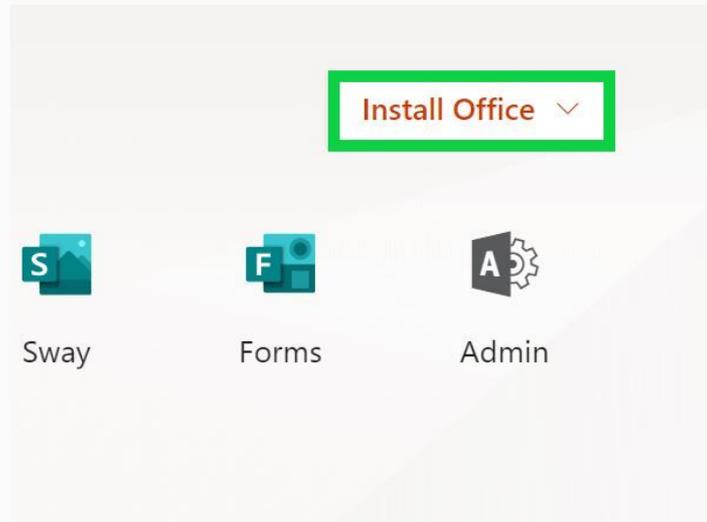
Don't show this again

No Yes

# Office 365

## Digital Download Directions

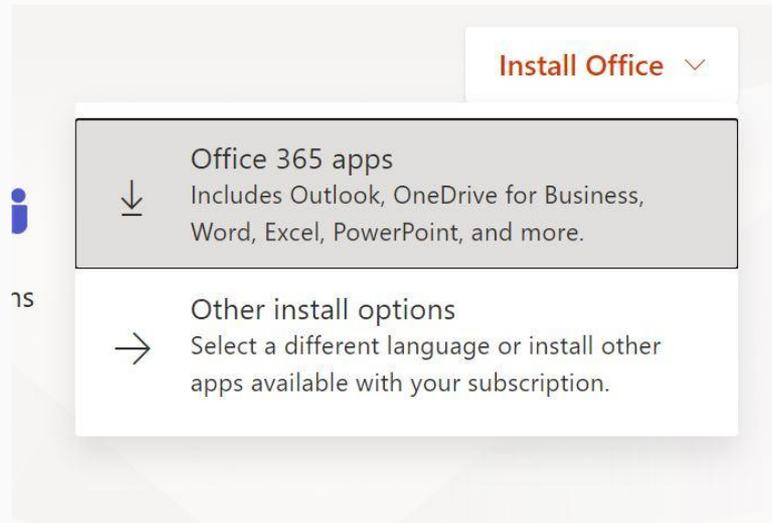
- Click on Install Office



# Office 365

## Digital Download Directions

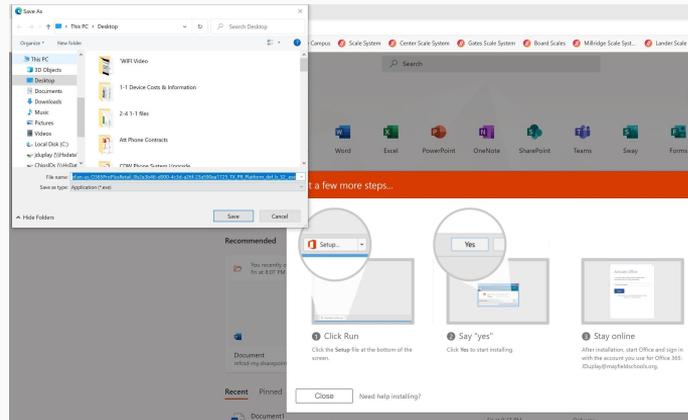
- Click on Office 365 apps



# Office 365

## Digital Download Directions

- Click on Setup.def.en-us....
  - Click Save
    - Once the file is saved, double click on file and run
    - After installation, start Office and sign in with the account you use for Office 365



# Office 365

## Digital Download Directions

The Following apps are now available for you to use on 5 pcs, 5 tablets, and 5 mobile devices.

These Microsoft Office 365 ProPlus apps are installed:

