

## Directions for Downloading Microsoft Office to your Home Computers

The District's enrollment in the Microsoft Campus Program entitles all students and staff to five licenses of Microsoft Office, which can be installed on up to five personal devices at home such as laptops, desktops, tablets, etc. The following illustrates the steps necessary to download Office.

**1. The First Step is What Students Must Do at School:** To be able to download your copy of Microsoft Office, the student must have activated his/her account at school by logging into a District computer (in the lab or classroom), clicking this Office 365 icon on the desktop, following the prompts and logging in using his/her District log-in credentials. Click the Mail icon to activate your mailbox and exit. Your District email address uses the following convention: [jadamson21@klschools.org](mailto:jadamson21@klschools.org) (this is only an example.)

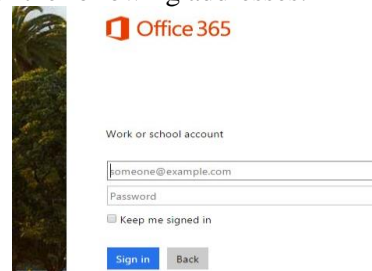


**2. What Students/Parents Must Do At Home:** While at home, the student may access his/her District Office 365 account by opening a web browser and typing one of the following addresses:

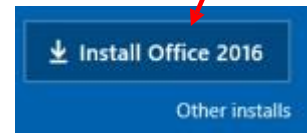
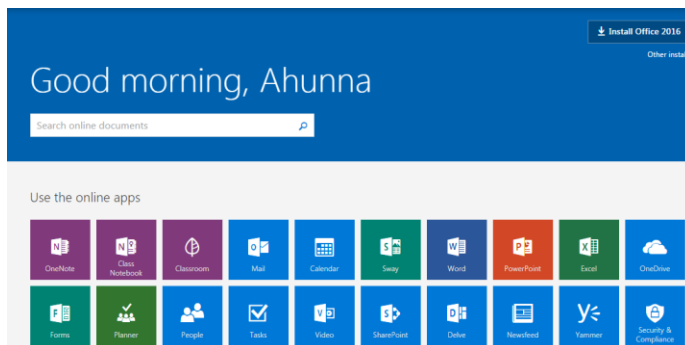
1. <https://webmail.klschools.org>, or
2. <https://Outlook.office365.com>

*You may also click the links above to log into the Office365, our Outlook web email and O365.*

You'll get the screen to the right. Type in your District email account on the log-in screen such as: [jadamson21@klschools.org](mailto:jadamson21@klschools.org) and press the Enter key, no password needed here.



Then you'll get the regular network log-in screen in which you will enter your network username and password. After you log in, you'll see the Welcome Screen below. Click the "Install Office 2016" button on the upper right hand side.



After you click the "Install Office 2016" command button, your download screen (shown below) will appear. Click the "Run" command button to start the installation process to your home computer.

