

Installing Office 365 on your computer

Step 1:

Go to www.office.com in any browser.

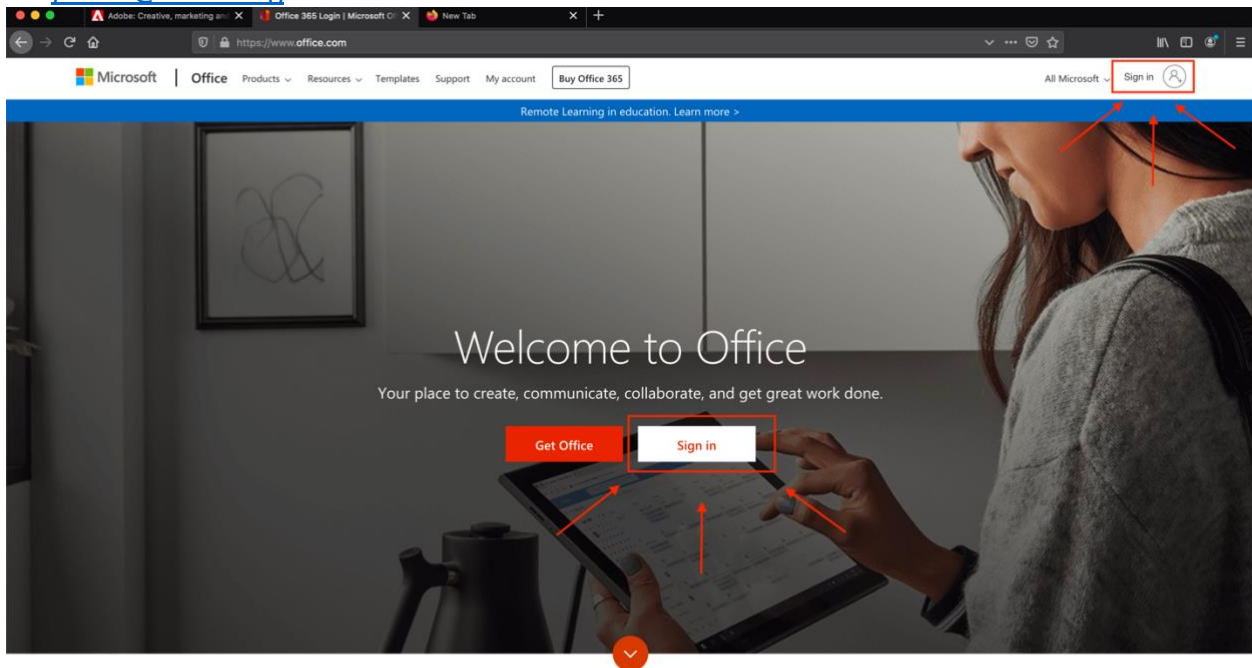
Step two:

In the upper right hand corner of the page, you will see a login box. Click it, and use the email and password emailed to you previously to sign in.

- or you can use the big login button in the middle of the screen. However, if it is not there for whatever reason, use the one in the upper right hand corner.

- this is separate from your natcad.org email address.

Ex: jsmith@natca.org



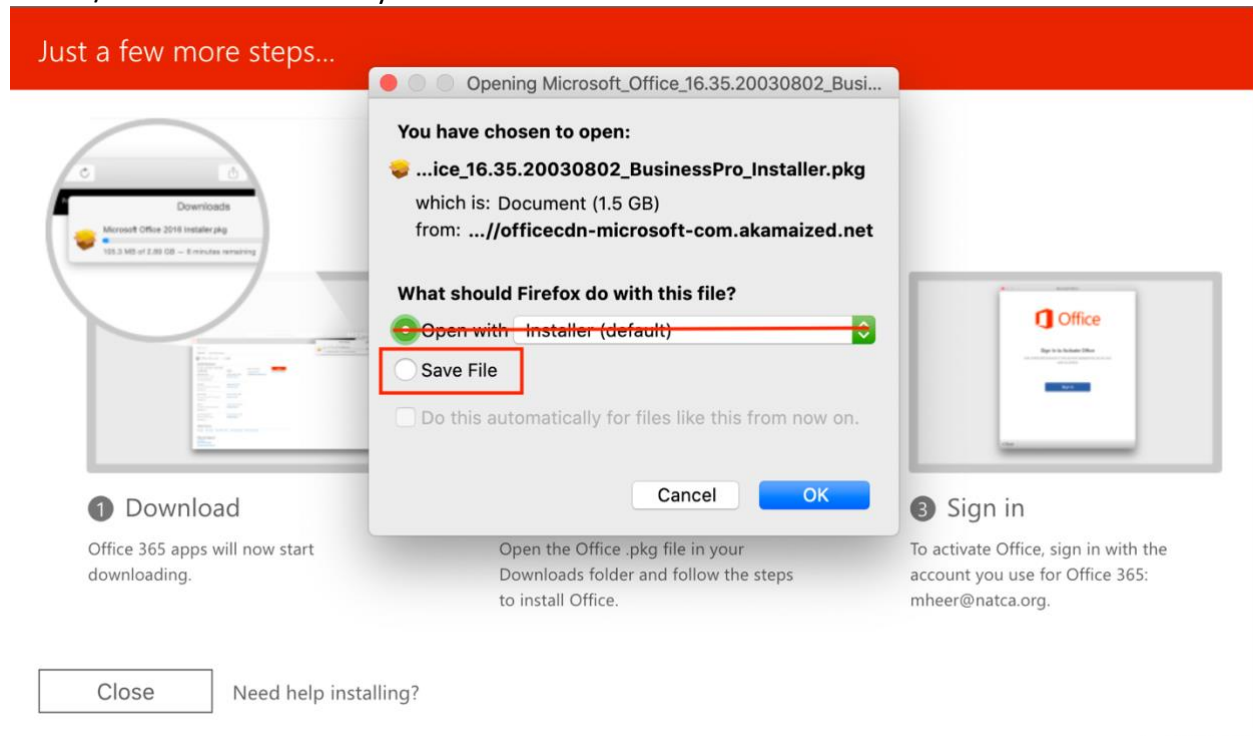
What is Office 365?

Step 3:

You should now see the “splash screen” for Office 365. From here, you can launch web versions of the 365 applications, such as Word or Excel. Again, in the top right, there will be another box we will need to click on. This box is called “Install Apps”. This will download an installer to your computer that you will need to save. Check your download location for your

device/browser as it can vary from machine to machine.

Just a few more steps...



1 Download
Office 365 apps will now start downloading.

2 You have chosen to open:
...ice_16.35.20030802_BusinessPro_Installer.pkg
which is: Document (1.5 GB)
from: ...//officecdn-microsoft-com.akamaized.net

What should Firefox do with this file?

Open with ~~Installer (default)~~

Save File

Do this automatically for files like this from now on.

Cancel OK

3 Sign in
To activate Office, sign in with the account you use for Office 365:
mheer@natca.org.

Close Need help installing?

Step 4:

Open the installer package and let it run through to completion. Note: You will need to be logged in with administrative privileges in order to install Office 365. If you do not have access to an admin level account, you will not be able to install Office 365.

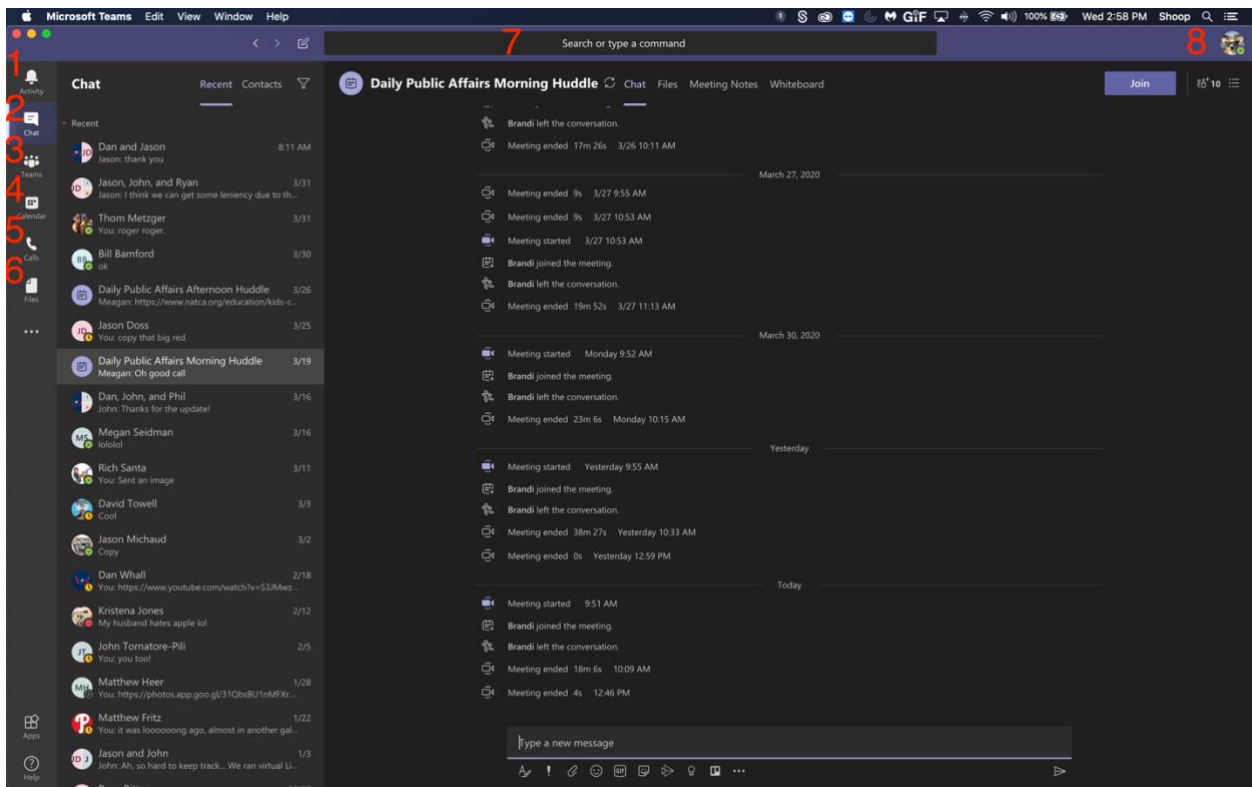
This process can take some time to complete. I have seen it install as fast as 15 minutes, and as slow as 90 minutes. Be patient with it, and do not reboot your machine until you are prompted to do so, or you know 100% that Office is installed successfully.

Step 5:

Launch an Office app, say Word or Powerpoint. You will now be prompted to sign in again, with the credentials you used to sign into Office.com. Once you have successfully signed in, you are done with this process and can begin to use Office 365.

Step 6:

Launch Microsoft Teams. It will be located in your applications on your computer. If on Windows, look under the "M:" section of your start menu, or the "T" section. You should now see the following or something similar:



- 1 – Activity – where you can see a feed of channels or notifications pertinent to you
- 2 – Chat – your section for chats with people outside of teams groups
- 3 – teams – group chats with your teams that you are apart of
- 4 – calendar that shows upcoming conference calls
- 5 – call history
- 6 – where you can look at your files associated with teams
- 7 – Where you can search for teams members to start chats
- 8 – profile settings/presence settings