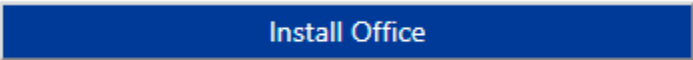


Step 1: Go to the Microsoft 365 Account Settings Website by going to <https://portal.office.com/account/> and then enter in your school email address and school network password.

- For students, this will be their student ID and password, respectively.
Their email will look like 1234567@ecasd.us)


Step 2: Click the big button that says **Install Microsoft**



Step 3: Follow the instructions that pop up on the screen.

The instructions will look like this. If they look different, please let us know in IT and we can update the instructions. It will begin a download on your computer, and you can follow those steps.

Just a few more steps...



- 1 Click Open**
Click the **Setup** file at the bottom of the screen.
- 2 Say "yes"**
Click **Yes** to start installing.
- 3 Stay online**
Downloading all of Office might take a while.

[Close](#) [Need help installing?](#)