

Newport News Public Schools * Technology Operations Knowledge Base Article (KBA)

Subject: Installing the Free Microsoft O365 Program on Employee and Student Personal Computing Devices

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Summary: This Knowledge Based Article was designed to assist NNPS employees and students with installing the free installation of Microsoft Office 365 on their personally owned computing devices. Please keep in mind the following:

1. This program cannot be installed on any NNPS provided computing device.
2. All employees and students can install Microsoft Office 365 on up to five (5) **personal** compatible PCs, Macs and tablets (including the iPad).
3. Employees and students may take advantage of this program for as long as they are employed by or enrolled in NNPS.
4. These steps were designed around the installation of the Office 365 product on a computing device running Windows 7 and Internet Explorer version 11.

Steps for Installing Office 365 on your personal computing device:

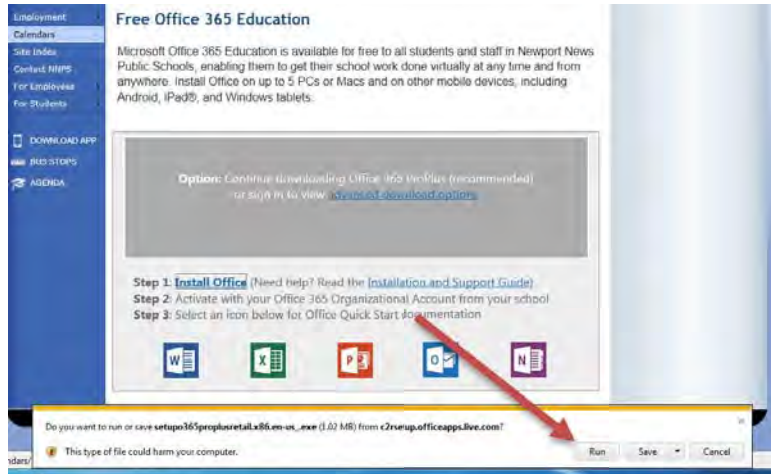
1. Access the Office 365 web installation portal at: <http://www.nnschools.org/office365/>
 - a. You should see the following screen, click on the "Install Office" link in Step 1.

Free Office 365 Education

Microsoft Office 365 Education is available for free to all students and staff in Newport News Public Schools, enabling them to get their school work done virtually at any time and from anywhere. Install Office on up to 5 PCs or Macs and on other mobile devices, including Android, iPad®, and Windows tablets.



2. The page will change and look like the following image and a pop-up will appear at the bottom of the page.
 - a. Click the "Run" button inside of the pop-up.



3. The following pop-up will appear:



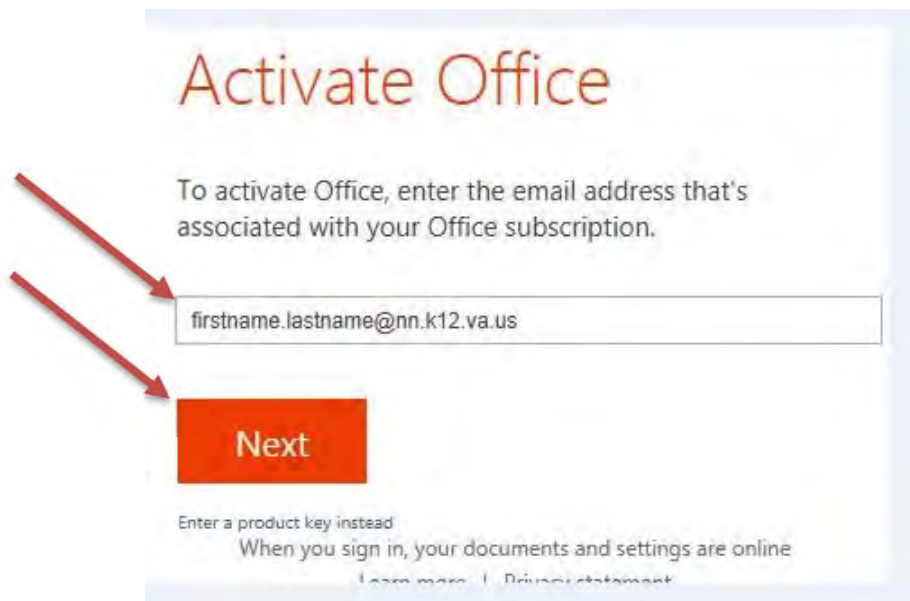
4. After step 3 begins you may see the following task window pop-up in your system tray:



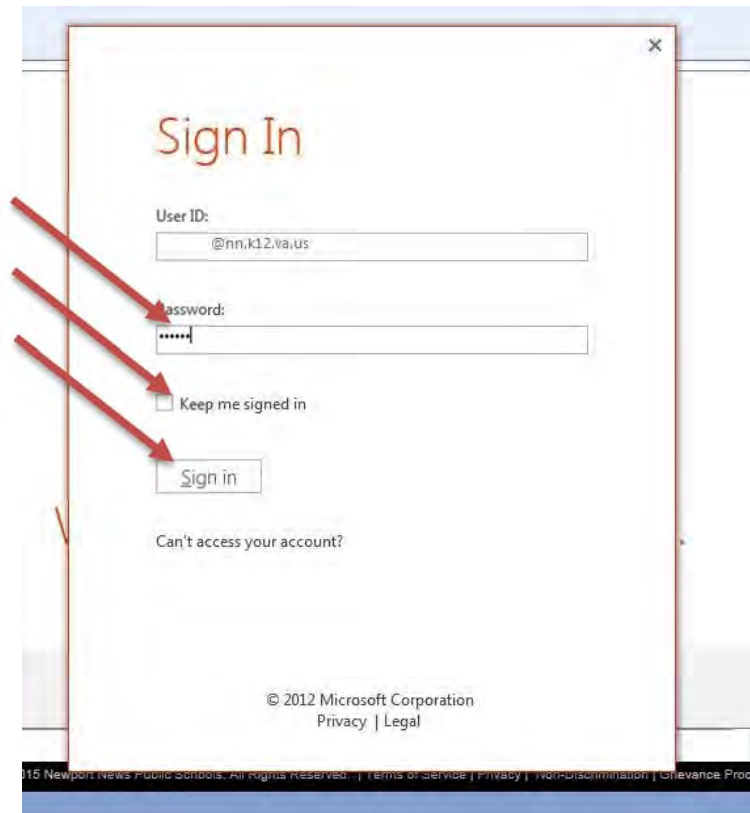
5. After a few minutes the following window will appear on your screen. Click the Next button.



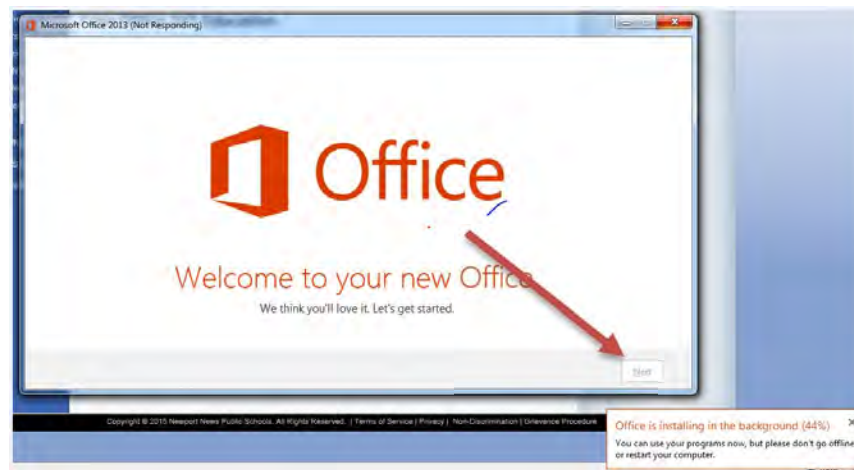
6. The following screen will appear. Regardless if you are an employee or student you need to enter your NNPS user id which is your firstname.lastname followed by @nn.k12.va.us. See the example in the box below. After you enter your firstname.lastname followed by the @nn.k12.va.us click on the "Next" button.



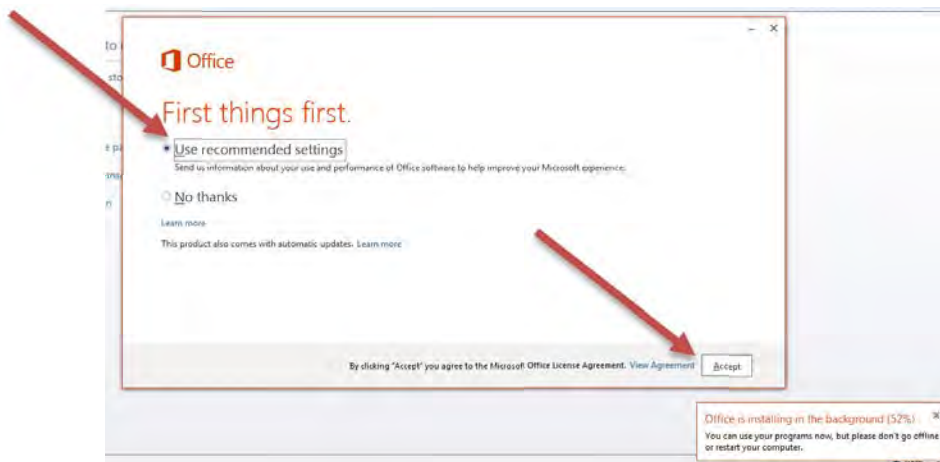
7. The following screen will appear. Type in your NNPS firstname.lastname **password** in the password box.
 - a. You may or may not elect to check the box "Keep me signed in".
 - b. Click the "Sign in" button.



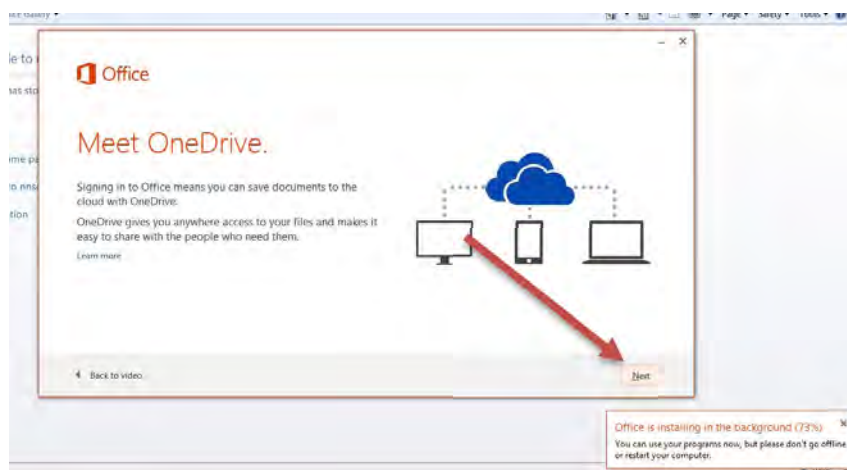
8. The following screen will appear. Click the "Next" button. You may also notice a pop-up window at the bottom right corner of your screen showing the installation progress.



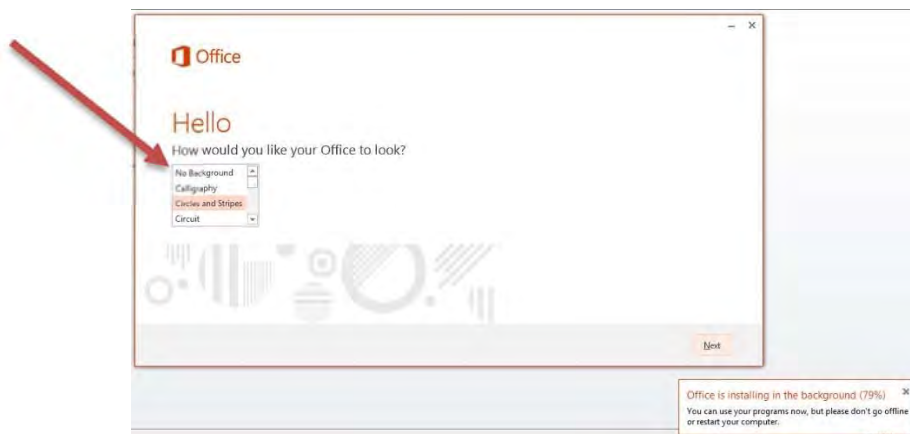
9. The following screen will appear. If not selected, select “Use recommended settings” and click the “Accept” button. Again, you may notice a pop-up window at the bottom right corner of your screen showing the installation progress.



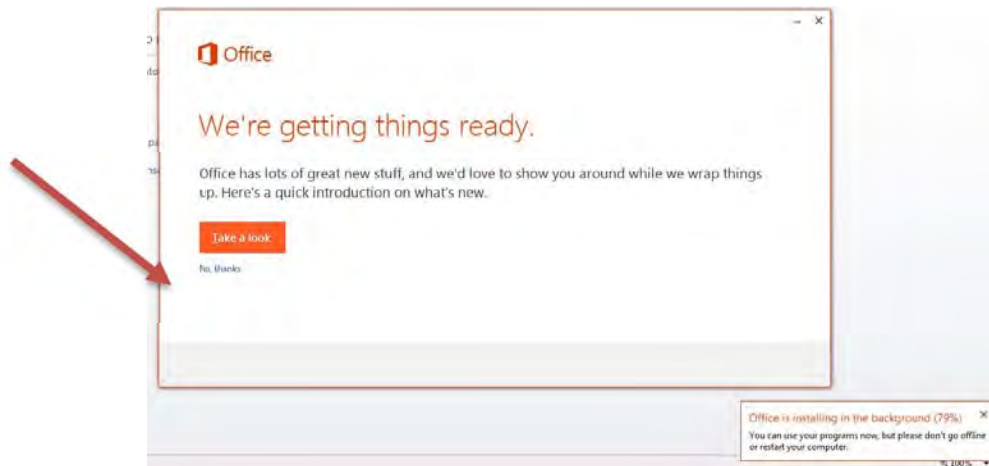
10. The following screen will appear. Click the “Next” button. Again, you may notice a pop-up window at the bottom right corner of your screen showing the installation progress.



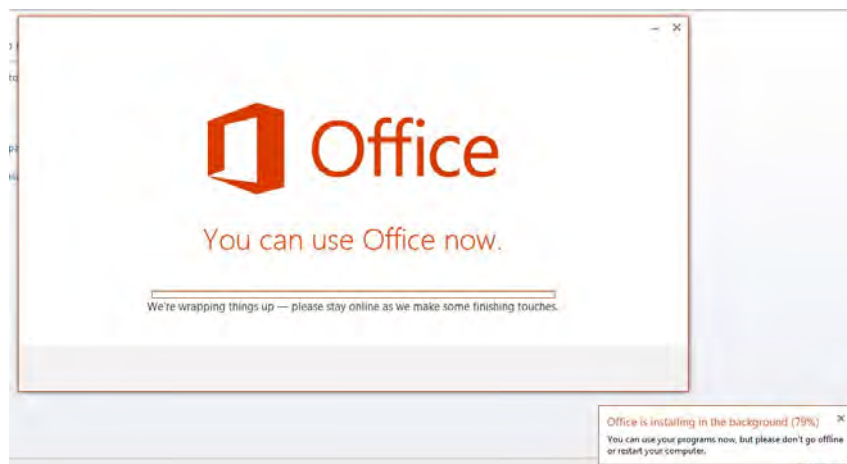
11. The following screen will appear. Choose and click on the theme of your choice. Again, you may notice a pop-up window at the bottom right corner of your screen showing the installation progress.



12. The following screen will appear. You can choose to “Take a look” or “No, thanks”. This KBA selects the “No, thanks” option. Again, you may notice a pop-up window at the bottom right corner of your screen showing the installation progress.



13. The following screen will appear. DO NOT DO anything until the next screen appears.



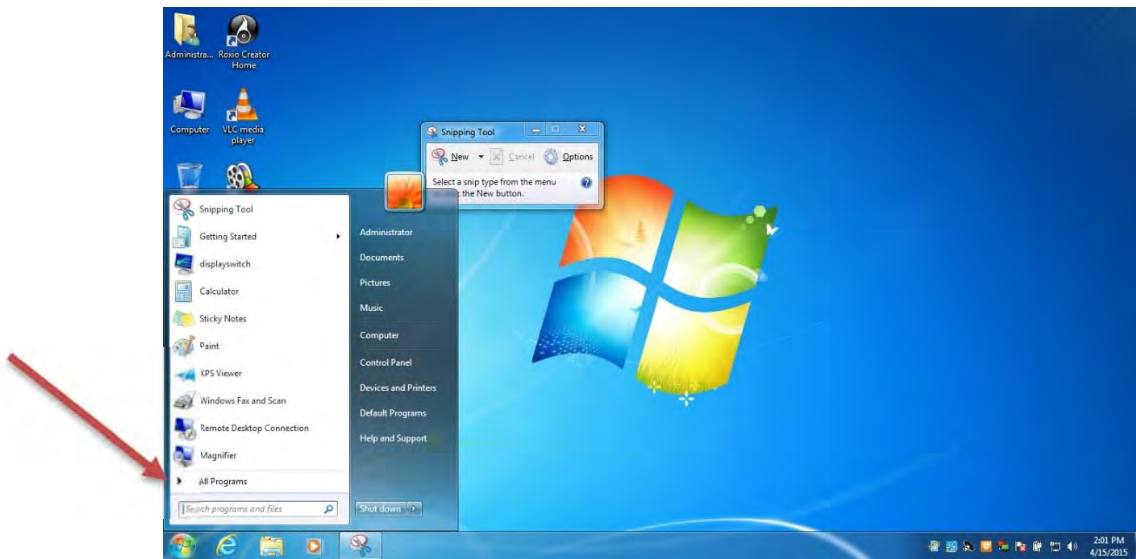
14. The following screen will appear. Click on the “All done!” button. Close any and all other applications to be returned to your desktop.



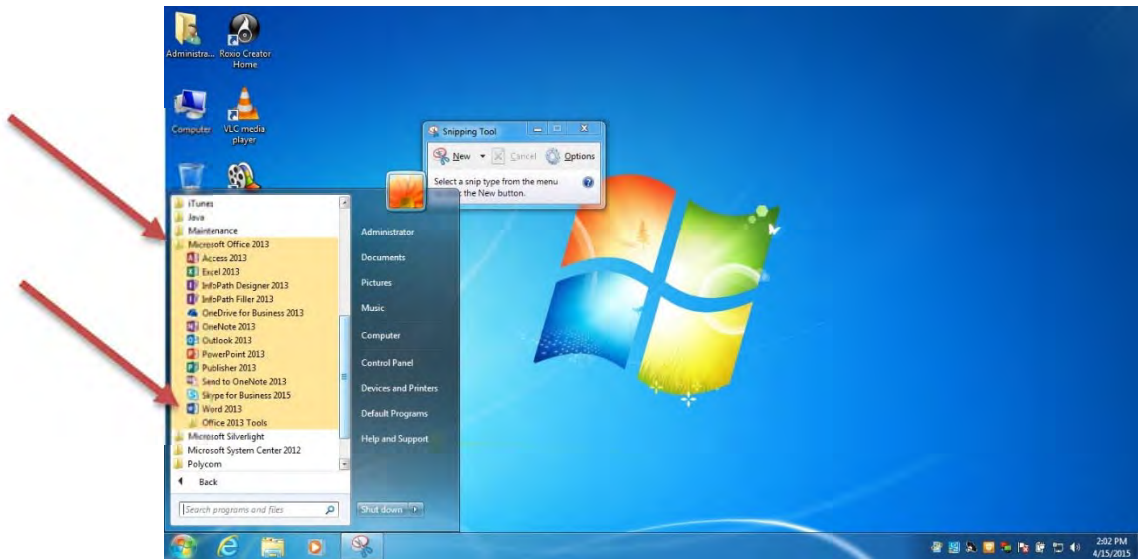
15. From your desktop click on the "Start" button.



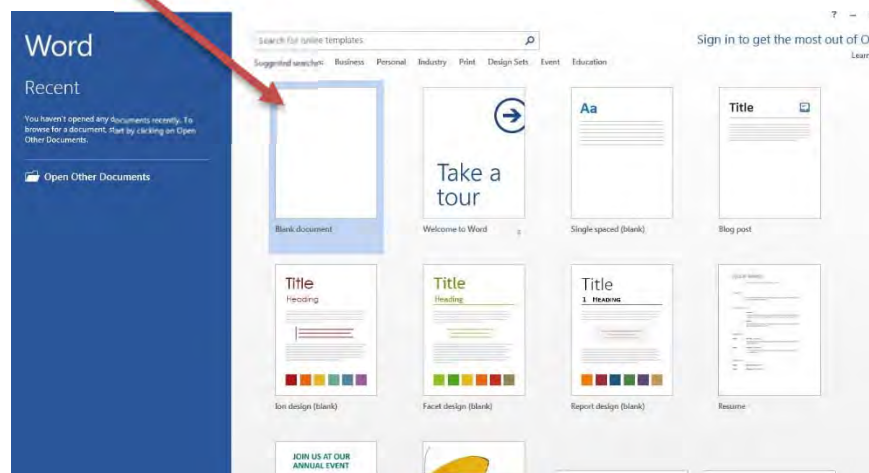
16. Click on "All Programs".



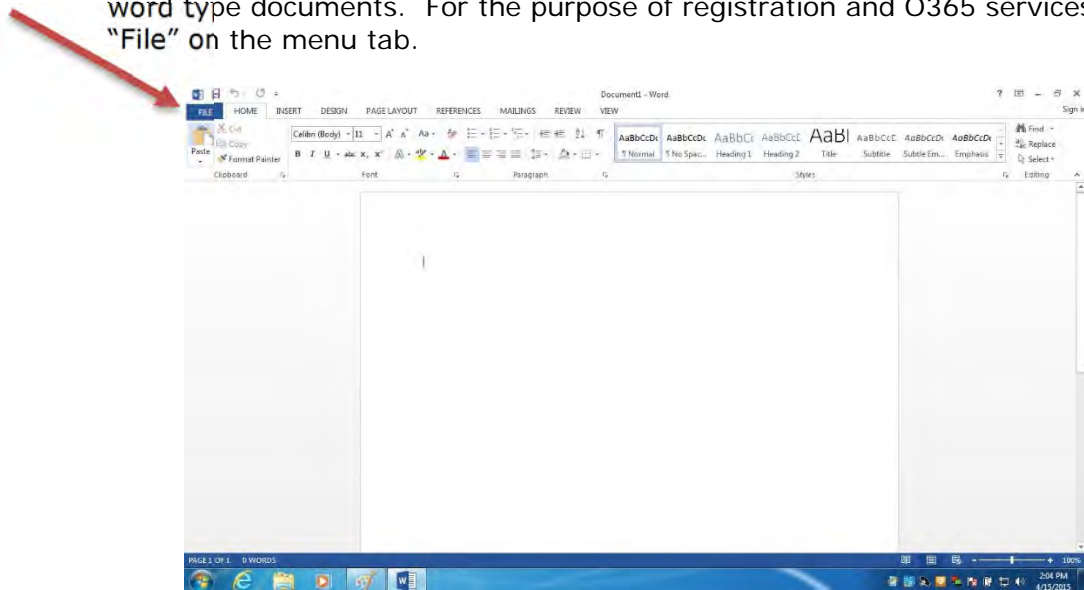
17. Click on “Microsoft Office 2013” to expand the individual Office 2013 applications. The remaining part of the instructions are designed to show you how the product is registered and what other Office 365 features are available to you as part of the program. For this section the KBA selects “Word 2013”.



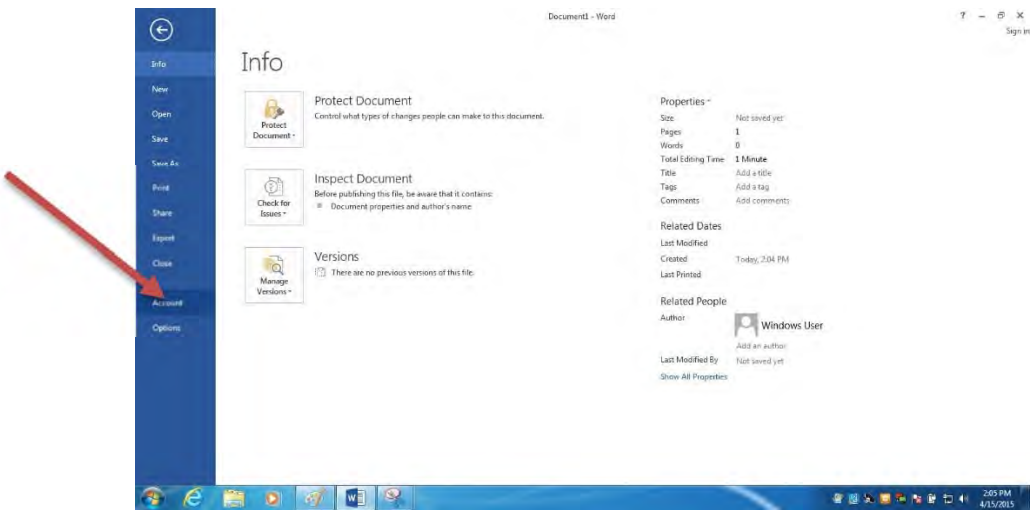
18. When Word opens and following screen appears click on “Blank Document”.



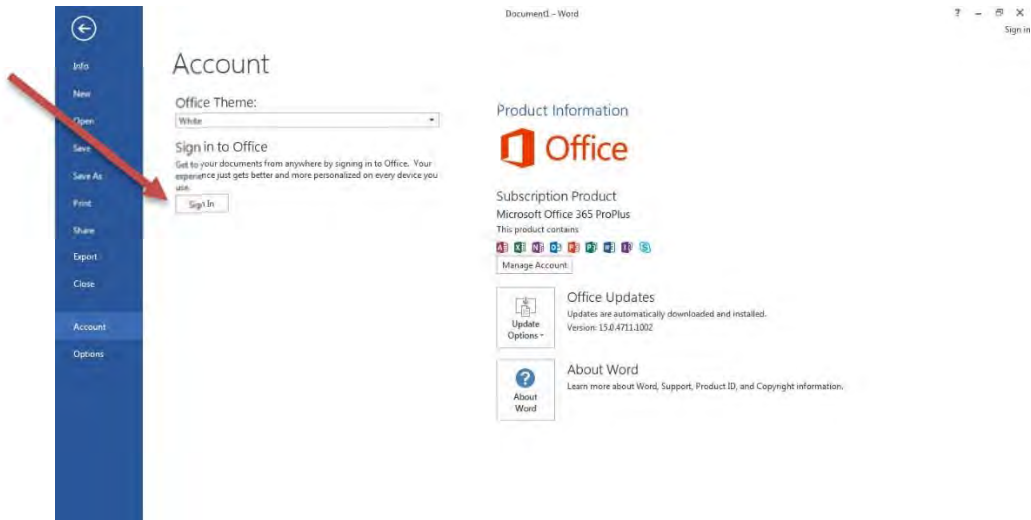
19. This is what the Word application looks like. Here is where you can create and edit word type documents. For the purpose of registration and O365 services click on "File" on the menu tab.



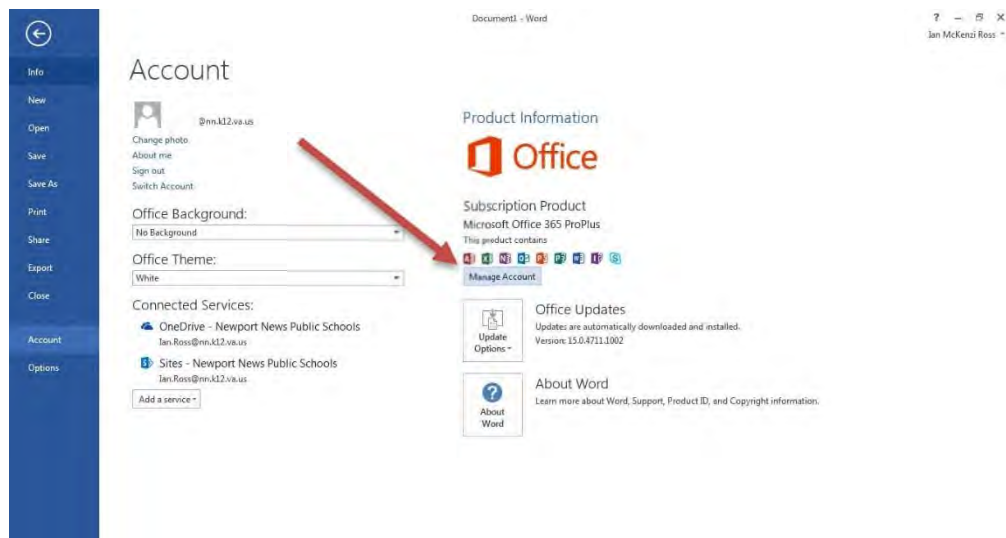
20. The following will appear. Click on "Account".



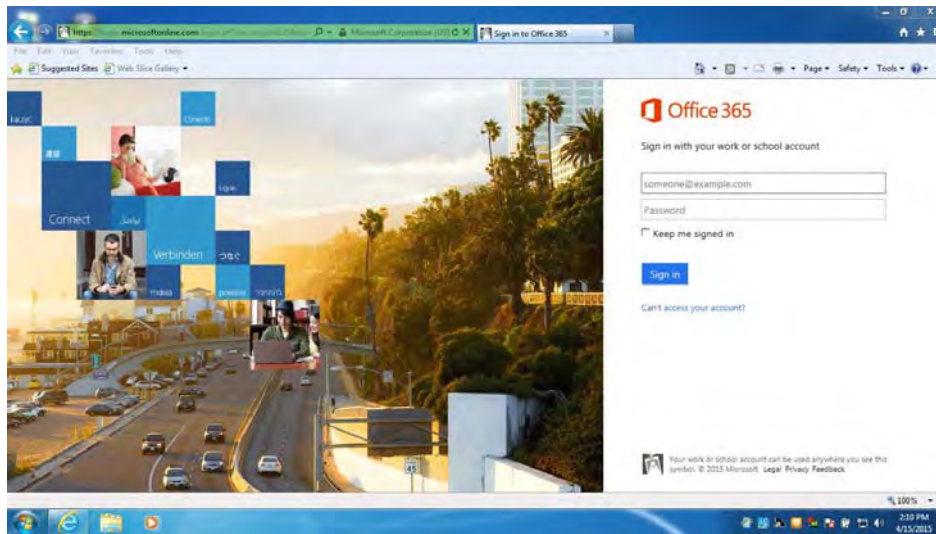
21. The following will appear. Now if you elected not to “Keep me signed in” in step 7 of this KBA your screen should be very similar to the following. In order to see the O365 connected services you will need to sign in by clicking on the “Sign In” button.



22. Once signed in your screen should be very similar to the following. From here you can see the connect services available to you through the O365 program. You can also manage your O365 account and O365 licenses by clicking on the “Manage Account” button



23. Finally you can access your personal NNPS Office 365 portal at the following url:
<https://login.microsoftonline.com/>



This concludes the step by step instructions for installing the free installation of Microsoft Office 365 on your personal computing device.

It is recommended that you log into your NNPS Office 365 portal <https://login.microsoftonline.com/> to review the Office 2013 licenses and other connected services available through the program.

Tags: Microsoft, Office 2013, Office, O365, Free, Download, Portal