Installing Office 365

Students at Marion Local Schools may access Office 365, a limited version of Microsoft Office, using their school username and password on the Office 365 website. They may also download up to five copies of Office 365 on personal devices. Please follow the instructions below to access this resource.

==**Prior to downloading Office, any previous versions need to be uninstalled.==

1. Go to the website http://portal.office365.com
2. In the first box, students will enter their Marion Local username followed by **@office.marionlocal.org**
3. In the second box, enter the associated school password
4. Click the blue **Sign in** button
5. Your screen should look similar to the picture below

6. Click the drop down arrow next to Install Office and then click Office 365 apps
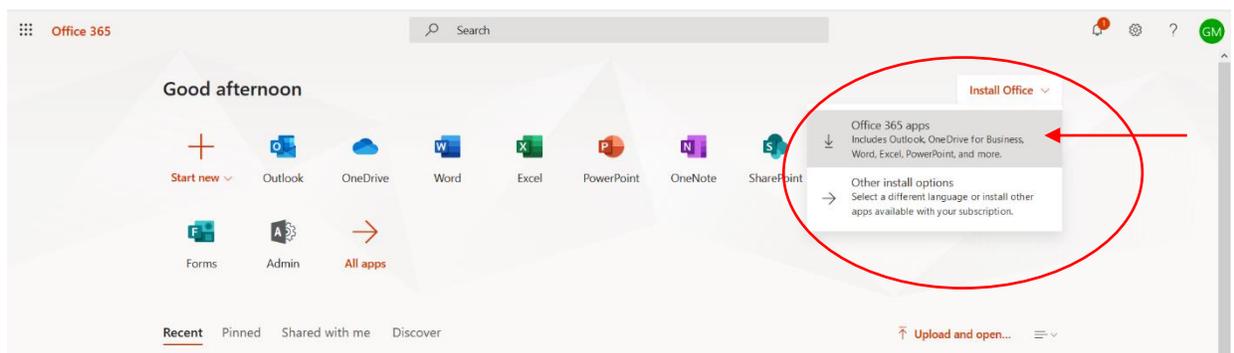
7. Click Save File
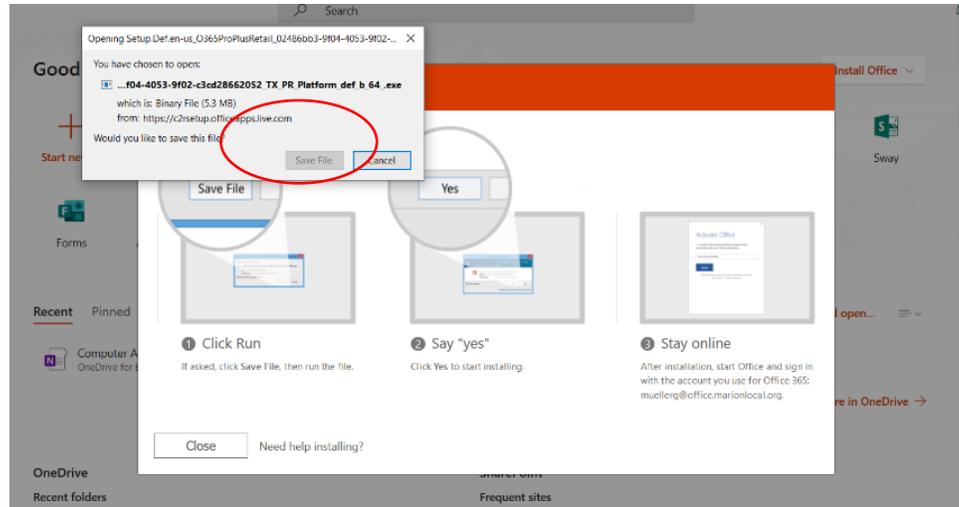
8. Once the file is downloaded, find it in your downloads folder and open it
9. Click Yes
10. You should then see the following screen (this will take a while to download)
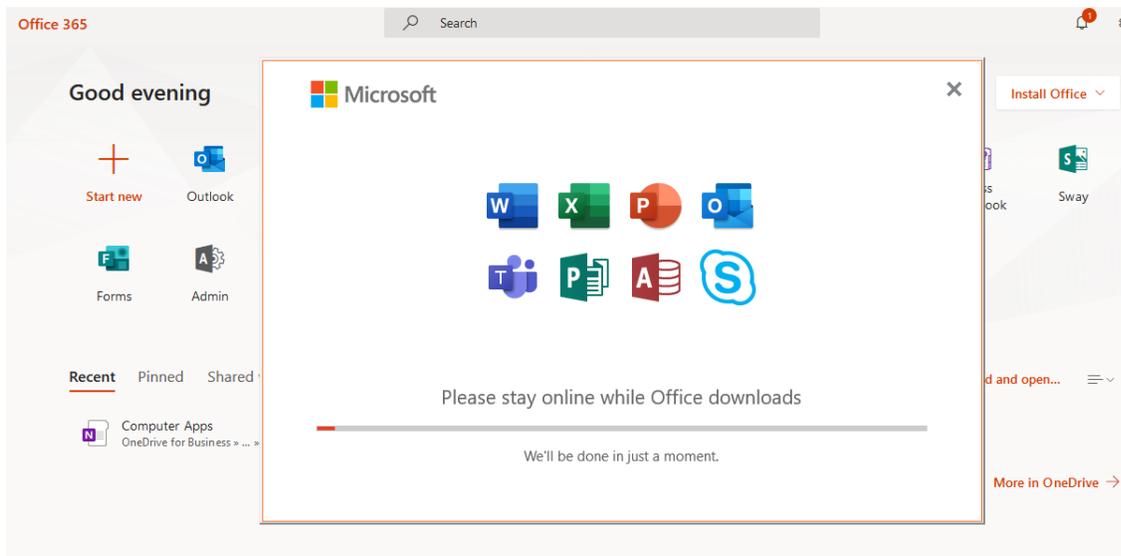
11. When the download is finished you will see the following screen
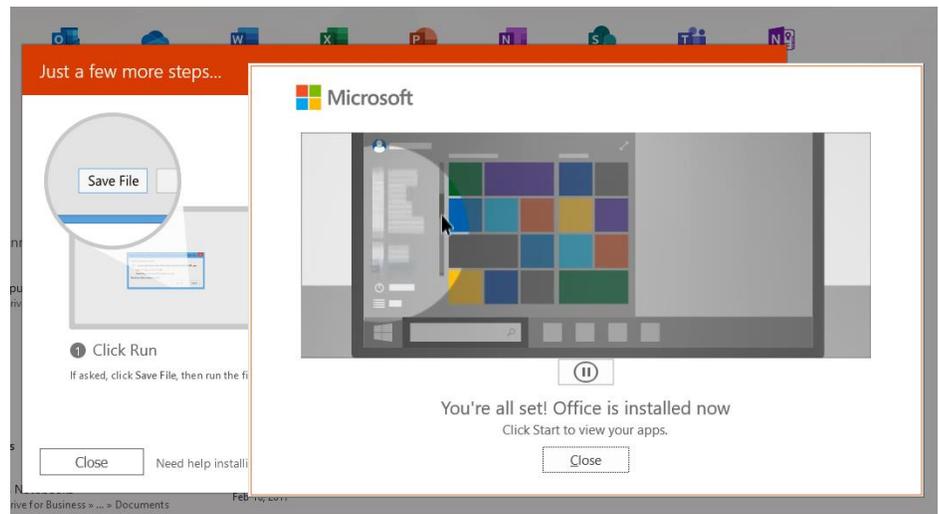
12. Click Close
13. Click in your start menu and type Word and open it
14. It will prompt you to activate your account.
15. Click Continue
16. Enter your username, students will enter their Marion Local username followed by **@office.marionlocal.org**
17. Enter the associated school password