## Installing MS Office ~ Students

## NCSS Home Advantage

Newton County staff members and students are given access to MS Suite products to be installed on personal devices made available through Office 365.

Students have 5 downloads available at no charge.

• Log in to your school issued email account.

## Email Address:

Last name + first initial + middle initial + birth month + birth date (mmdd) \*no spaces

## Password:

ES: Six digit lunch number: \*If lunch number is 5 digits add o to beginning

MS & HS: Student chosen computer password

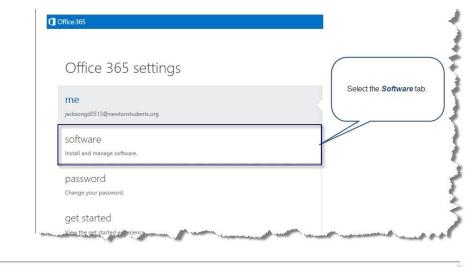
Click on the Settings Gear from the toolbar on the top.

- Select Office 365 Settings from the dropdown menu.
- Select a language.
- Click Install.



W	ebma	ail 🥨		
	your email addr	ess and password.	Example: smith.john@newton.k1	
	ssword:			

• Select the Software tab.



• Select a language.



	Office		
	Install the latest version of Office		
Select a language	This will install the latest version of the following programs on your computer: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Lync, InfoPa Word Excel PowerPoint OneNote Access Publisher Outlook Lync InfoPath		
Í	Language: Version:		
	English (United States) 32-bit (recommended) advanced		
	Note: Installing additional languages on a computer that already has this version of Office doesn't count against your install limit (5).		
	Review system requirements Learn how to troubleshoot your Office installation		
	install Click Install		

\*Note- Office Products are also available for Phones and Tablets.

- After selecting software select Phone & Tablet
- Select the device and a list of apps available for that device will be given.

