

# Office 365 Education – For Staff

Install the latest version of Microsoft Office on up to 5 PCs or Macs and on other mobile devices. **Before installing, please review system requirements to make sure your computer meets the minimum specifications.**

- Follow this link to [View System Requirements](#).

**From within your Office 365 account** simply click on



in the upper left corner of the screen to access the software installation portal.

## OR

Follow this link [Office 365 Education](#) to get started. Internet Explorer or Google Chrome are the recommended browsers.

1. **Staff** will press the **Teachers Tab**.

Students

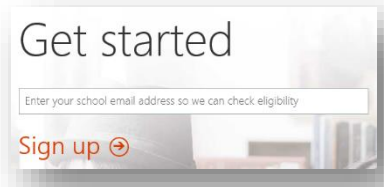
Teachers

Schools

2. Scroll down and **Press**

Find out if you're eligible

3. The **“Get started”** screen will appear. Type in your District email address.  
example: username@cr.k12.ia.us



4. Press **Sign up**.

You will see the message **“Working on it”**

You already have an account

5. Once your email address is verified, the message: **“You already have an account”** will appear. Press **Continue**.

To get your free Office, sign in with your Office 365 user ID and password.

Continue →

6. You will be prompted to sign in with your organizational account.  
**Login with your District email address and password.**

Example: username@cr.k12.ia.us

Cedar Rapids Community School District

Sign in with your organizational account

username@cr.k12.ia.us

Password

Sign in

7. You should see the following screen.  
**“No need to sign up”**.

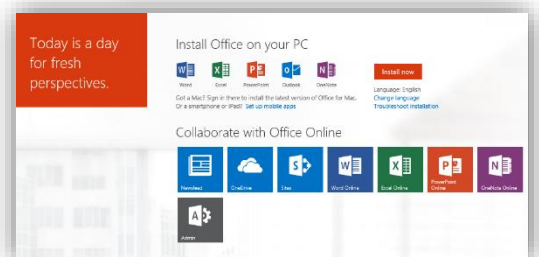
Press **OK, got it**.

No need to sign up

You already have a license for Office 365 Education.

OK, got it →

8. You will see a list of all the programs that are included for free.  
**Before you press Install, please verify your computer meets the minimum specifications.**



9. If your computer meets the minimum requirements, press **Install** and follow the prompts.

10. **Note:** For Mac installs- if you see this screen, choose the 2<sup>nd</sup> option to **“Sign in to an existing Office 365 subscription”**, and then sign in with your District email.

