



Quick Reference Guide

Install Microsoft Office at Home

Introduction

As part of the Office 365 license/subscription, Fort Worth ISD users are entitled to install Microsoft Office on up to 5 (five) separate computers/devices. This provides our district with a standard version to use in both the workplace and outside of the campus/office on their personal computer(s). ****Microsoft Office is already installed on FWISD computers/laptops. This quick reference guide (QRG) only applies to personal computers/devices.**

Getting Started

Before installing Microsoft Office through Office 365, it is recommended to uninstall any older versions of Microsoft Office currently installed on your personal computer/device.

1. Navigate to the My FWISD ClassLink Portal and login with your username and password.

<http://fwisd.org/myfwisd>

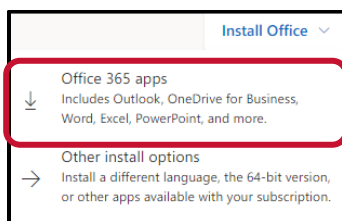
2. Click the icon for Office 365.



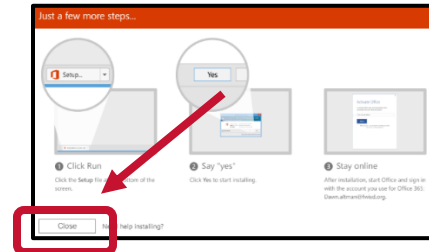
3. Click **Install Office** located near the upper-right corner of the screen.



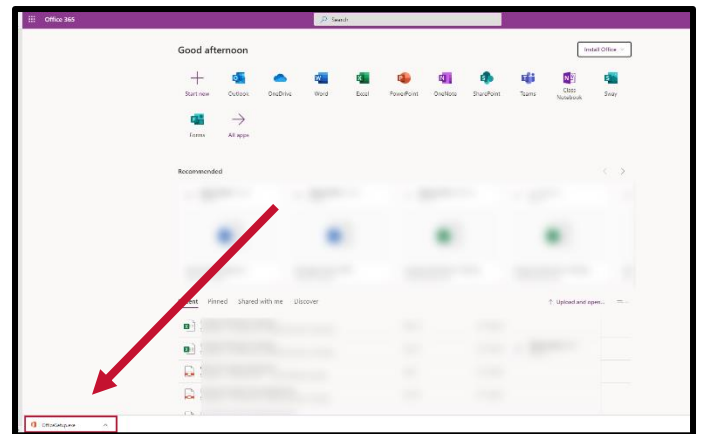
4. Select **Office 365 apps**.



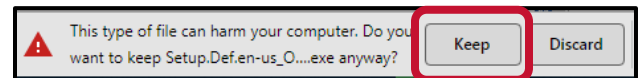
5. Click **Close**.



The executable file (OfficeSetup.exe) will start to download in the lower task area of the Google Chrome browser.



6. You may be asked to Click **Keep** in the lower-left corner of your browser to start the install. If you are not asked to click Keep, click on the **OfficeSetup.exe** file to begin the installation process.



7. Click **Run**, if prompted.
8. Click **Yes**, if prompted.

Install Microsoft Office

1. Depending on your browser, select **Run** (in Edge or Internet Explorer), **Setup** (in Chrome), or **Save File** (in Firefox).



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- If you see the User Account Control prompt that says, *Do you want to allow this app to make changes to your device?*, select **Yes**.

The install begins.



The progress dialog box will appear while Office is installing

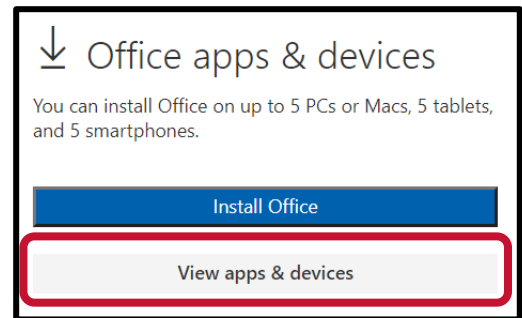
- Your install is finished when you see the phrase, "You're all set! Office is installed now" and an animation plays to show you where to find Office applications on your computer. Select **Close**.
- Search for and open a Microsoft app, like Microsoft Word.
- When the Office app opens, accept the license agreement. Office is activated and ready to use.

About Subscriptions

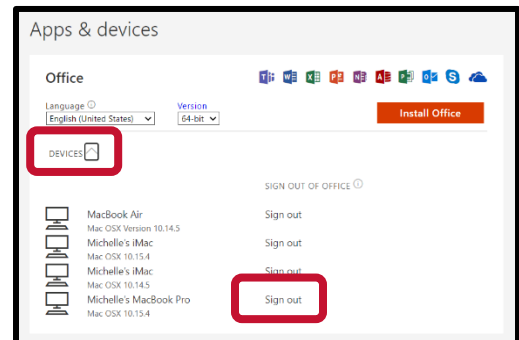
If you have a Microsoft 365 subscription, you can sign out of Office on a PC or Mac remotely from any web browser to deactivate the installation. Because Office will sign you out of devices automatically to stay within your sign-in limit, there is no longer a need to use this process to free up installs. For more info, see [How sign in works in Microsoft 365](#). Note: Signing out of Office doesn't uninstall Office, remove Office documents, or cancel your Microsoft 365 subscription.

To view your installs:

- From any device, go to <https://portal.office.com/Account/#home> and sign in using your work or school account, if prompted.
- Select **View apps & devices**.



- Under Apps & devices, select the **down arrow** next to **DEVICES** to view the devices where Office is installed.



- Select **Sign out** next to the device.

Resources Used in this Quick Reference Guide

- <https://support.office.com/en-us/article/download-and-install-or-reinstall-microsoft-365-or-office-2019-on-a-pc-or-mac-4414eaaf-0478-48be-9c42-23adc4716658>
- <https://support.office.com/en-us/article/deactivate-an-installation-of-office-767e3560-96ed-4b1c-806d-2fe01c529b1b?appver=MET150>