

# Lewis County Schools

## Tutorial

### How to Download Microsoft Office from student Office 365 account

The West Virginia Department of Education has a contract with Microsoft that allows all students in the state of West Virginia to download the most current version of Microsoft Office. Every student email account (...@stu.k12.wv.us) has 5 licenses attached to it. Students/families can download the full version of Microsoft Office for free on any 5 devices that have the capacity to handle the programs!

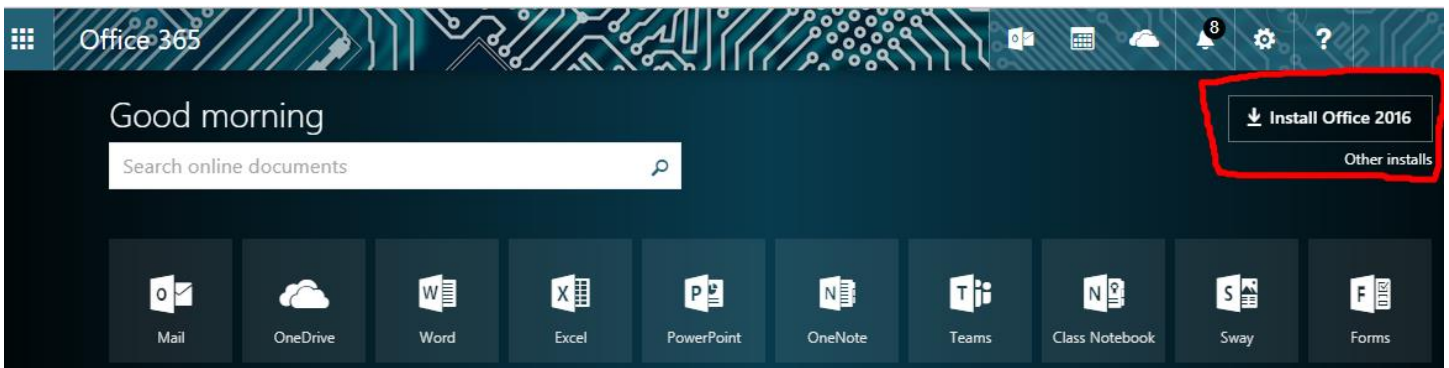
A goal of the school system is to prepare children for life after high school. This allows children the opportunity to become more familiar with industry standard programs like Microsoft Word, Excel, PowerPoint, Office 365, and other programs that are used in the “real-world.”

All students at Lewis County High School and Robert Bland Middle School have been assigned their email addresses, it is at the discretion of the elementary schools to determine the grade level they begin assigning email addresses to the students. Please contact the school for further information.

#### Instructions for downloading Microsoft Office: (2 methods are available)

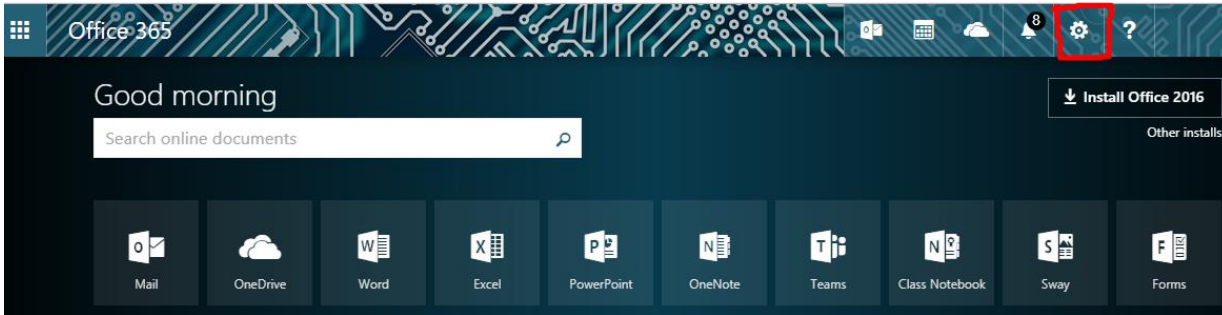
##### Method 1:

1. When a student logs in and their home page looks like the below image, you simply click on the **Install Office 2016** button. Follow the on-screen prompts to download and install the program.

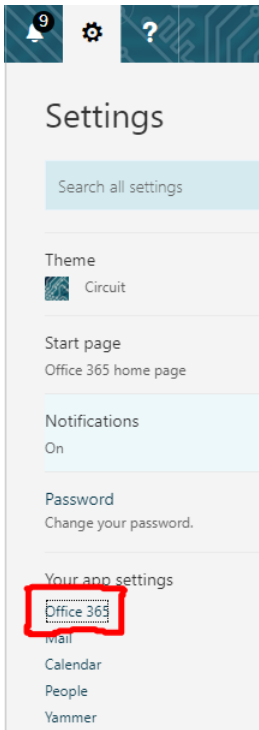


## Method 2:

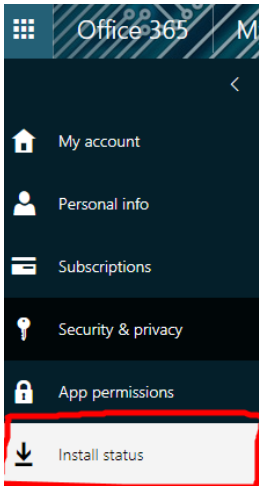
1. Click on the gear icon- see image below.



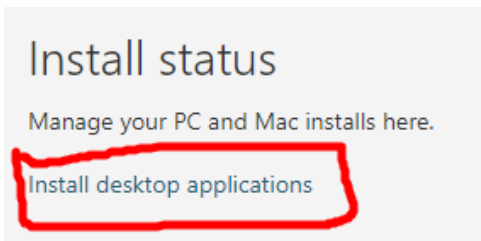
2. Click on the option for Office365



3. Click on Install status (left side of screen)



#### 4. Click Install Desktop Applications



#### 5. Click Install

Install Office 365 ProPlus with the new 2016 apps [What happened to Office 2013?](#)

This will install the following apps on your computer: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Skype for Business, OneDrive for Business



Word



Excel



PowerPoint



OneNote



Access



Publisher



Outlook



Skype for  
Business



OneDrive  
for Business

Language:

English (United States) ▼

Version:

32-bit Advanced

Don't see the language you want? Install one of the languages in the list above and then install a [language accessory pack](#). Additional languages and language accessory packs don't count against your install limit.

[Review system requirements](#)

[Troubleshoot installation](#)

Install

#### 6. Follow the on-screen prompts to download and install the program.

If you have any technical questions regarding the deployment of Microsoft Office 365 refer to the following website:

<http://wvde.state.wv.us/office365/>