

# How to download Office 2016

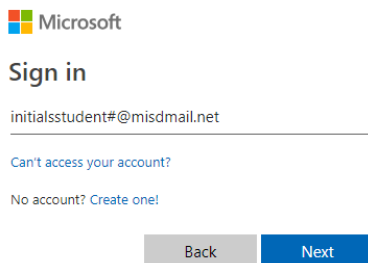
Since Mansfield ISD has purchased Office 365 your child receives 5 licenses for Office 2016. This includes versions for the tablets, phones and MacBook.

## Directions on how to download.

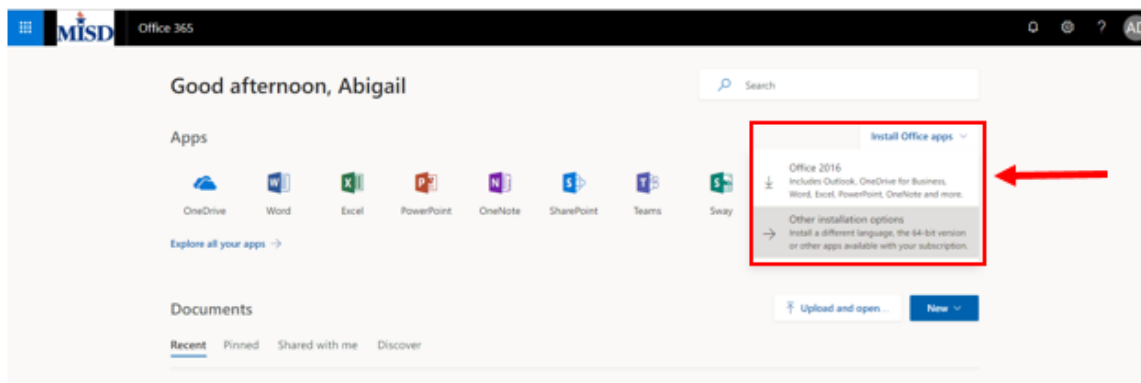
1. Go to the website **portal.office.com**
2. Sign in to the account using your **child's email address** and **current password**.
3. Your child's username is as follows:

child's first name initial + last name initial + studentID#@misdmail.net

4. Ex: **George Washington 456789** Username: **gw456789@misdmail.net**
5. Your child will use their current network password. Please check with their campus if they do not know their password.




6. Then click on the button that says Install Office apps.



7. Select Office 2016 to install on to the computer you are currently using.
  - a. Select other installation options to install in a different language, a different version or to install on your phone or tablet.

- b. If you selected to install on to your computer a download will start.  
Once the download is completed follow the steps in the image below.

Just a few more steps...



The image shows three sequential screenshots of the Office 2016 installation process. The first screenshot shows a file named 'Setup...' with a circular callout highlighting the 'Run' button. The second screenshot shows a 'Yes' dialog box with a circular callout highlighting the 'Yes' button. The third screenshot shows the 'Activate Office' screen with a 'Sign in' button.

- 1 Click Run**  
Click the **Setup** file at the bottom of the screen.
- 2 Say "Yes"**  
Click **Yes** to start installing.
- 3 Stay online**  
After the installation, start Office and sign in with the account that you use for Office 365: AD235750@misdmail.net.

Need any help with the installation?

Need help with installation: <https://goo.gl/NrHRJT>

8. You are now ready to use Office 2016.