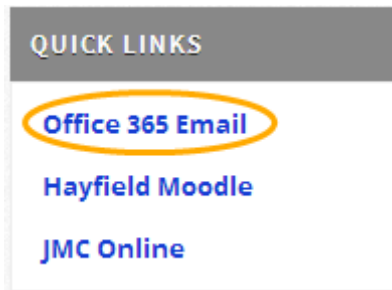
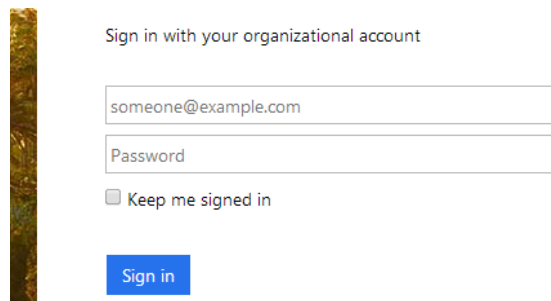


# Download and Install Microsoft Office ProPlus

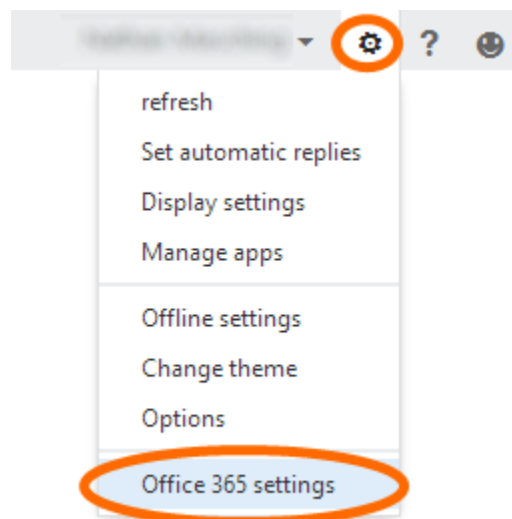
1. Log into your school email. To do so, go to hayfield.k12.mn.us, click on “Office 365 Email” under the quick links.



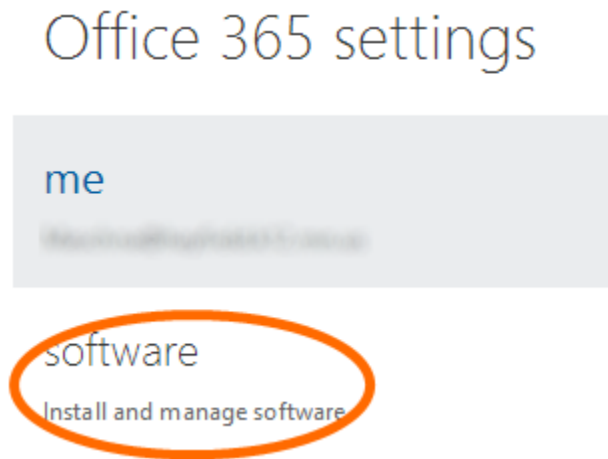
2. Log in using your school email address.



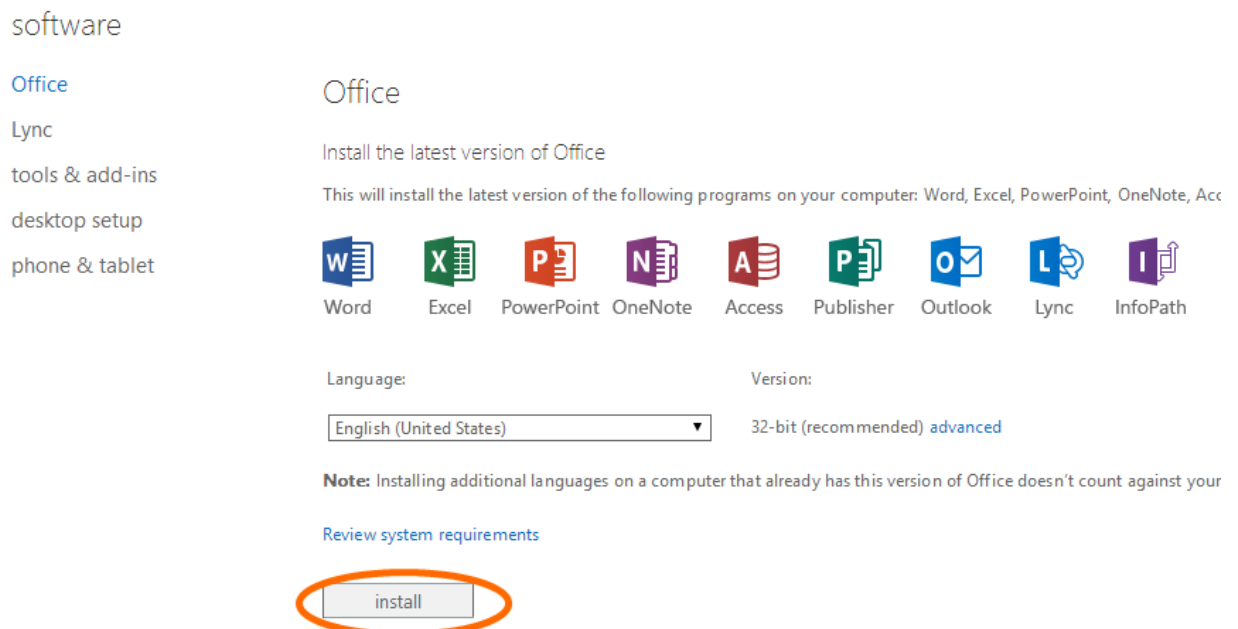
3. Now that you are logged in, locate the gear icon in the upper right corner and click on it. In the drop down menu click on “Office 365 settings.”



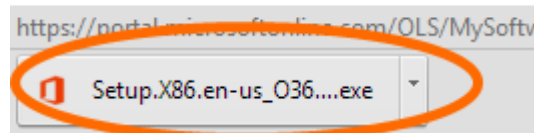
4. Click on the tab called "Software."



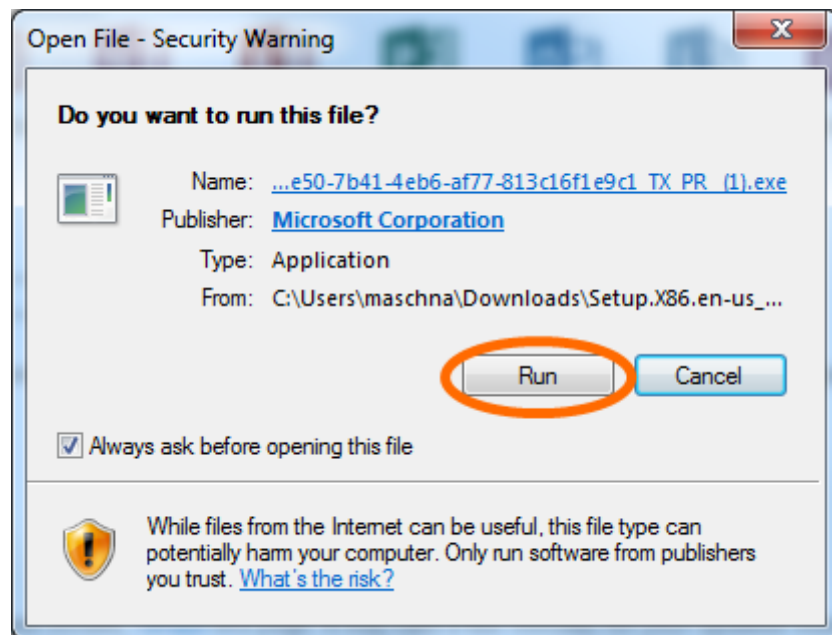
5. Your next screen should look like the picture below. If it does not seem to be loading after a while that means you do not have Microsoft Office ProPlus added to your account yet. You are unable to install it until it is added to your account by an administrator.



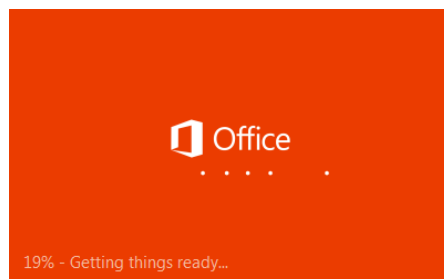
6. After clicking on “Install” the installer should be downloaded. In Google Chrome it shows the downloaded file at the bottom. After locating the installer you can click on it and open it.



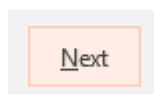
7. When the following window pops up click “Run.”



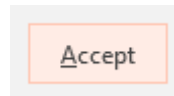
8. Office 365 ProPlus should now be installing.



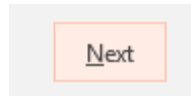
9. On the next screen click on “Next.”



10. Then click on “Accept.”

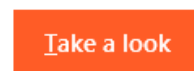


11. Click on “Next” on the next two screens.



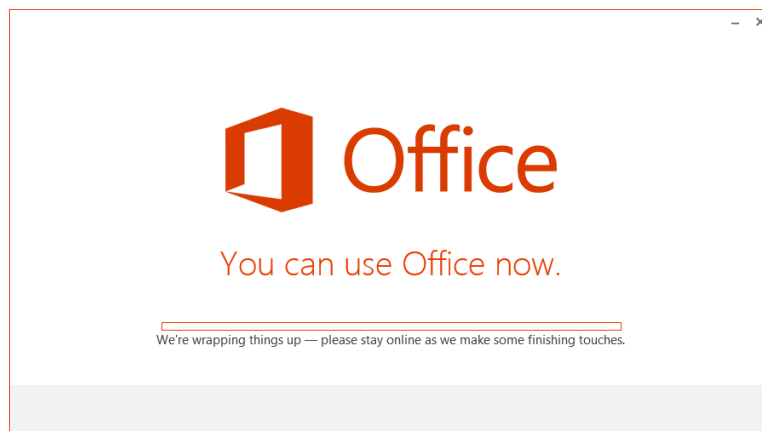
12. If you would like view the tutorial/introduction prepared by Microsoft, click on “Take a look” otherwise click on “No, thanks.”

Office has lots of great  
up. Here's a quick intro



[No, thanks](#)

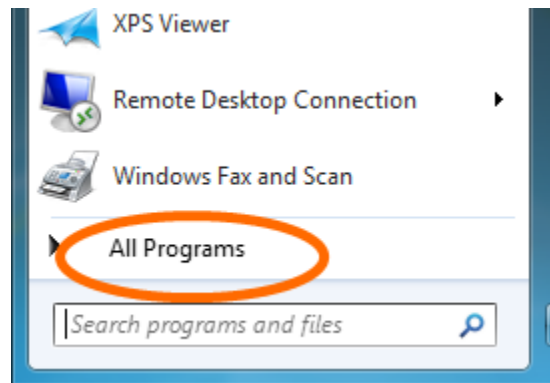
13. Wait for it to finish up.



14. After installing click on “All done!”



15. To check if Microsoft Office ProPlus installed correctly, click on the start button, then click on “All Programs.”



16. Now scroll down and you should see that it is installed.

