

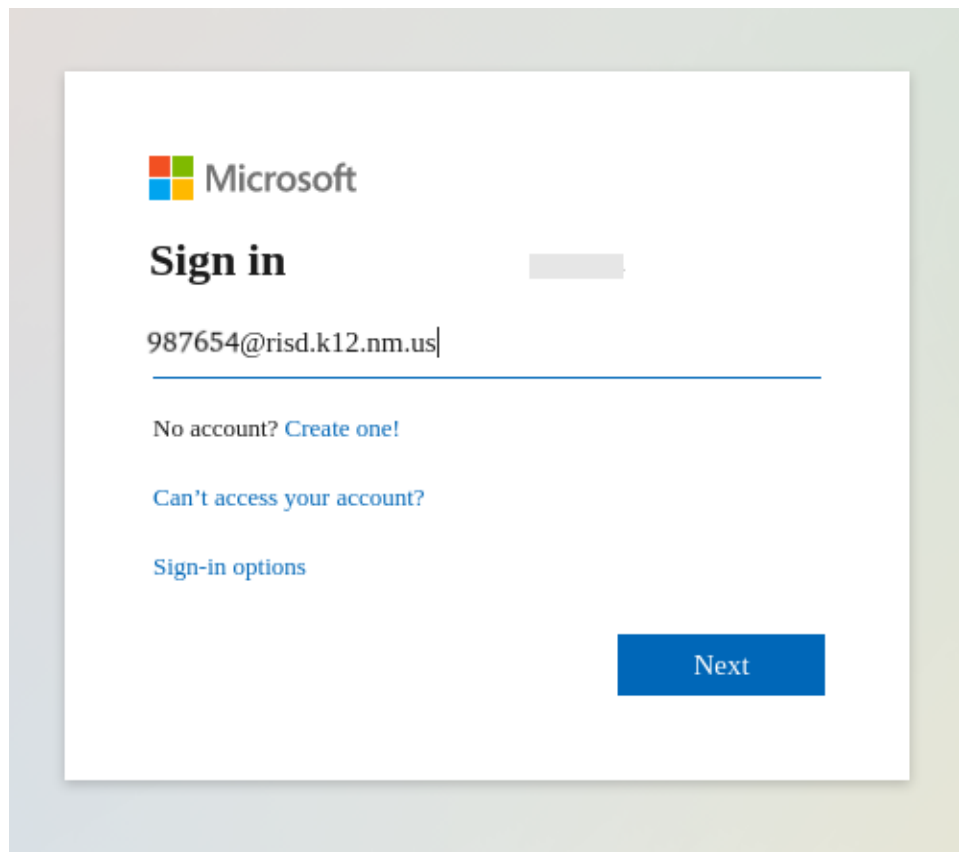
Office Installation Instructions

Anyone who has an RISD email address has the full Office 365 suite available both online and for download via the Office365.com portal. The educational license includes users installing to their personal computer or phone (up to 5 devices).

To install the full Office suite of programs, including Outlook, Word, Excel, PowerPoint and other programs, simply sign into <https://www.office365.com> (or use your bookmark to access Outlook Online) with your full email address.

If you have not previously signed into Office365 you will have to complete a two-step verification process.

You must use your full email address including the @risd.k12.nm.us portion.



Microsoft

Sign in

987654@risd.k12.nm.us

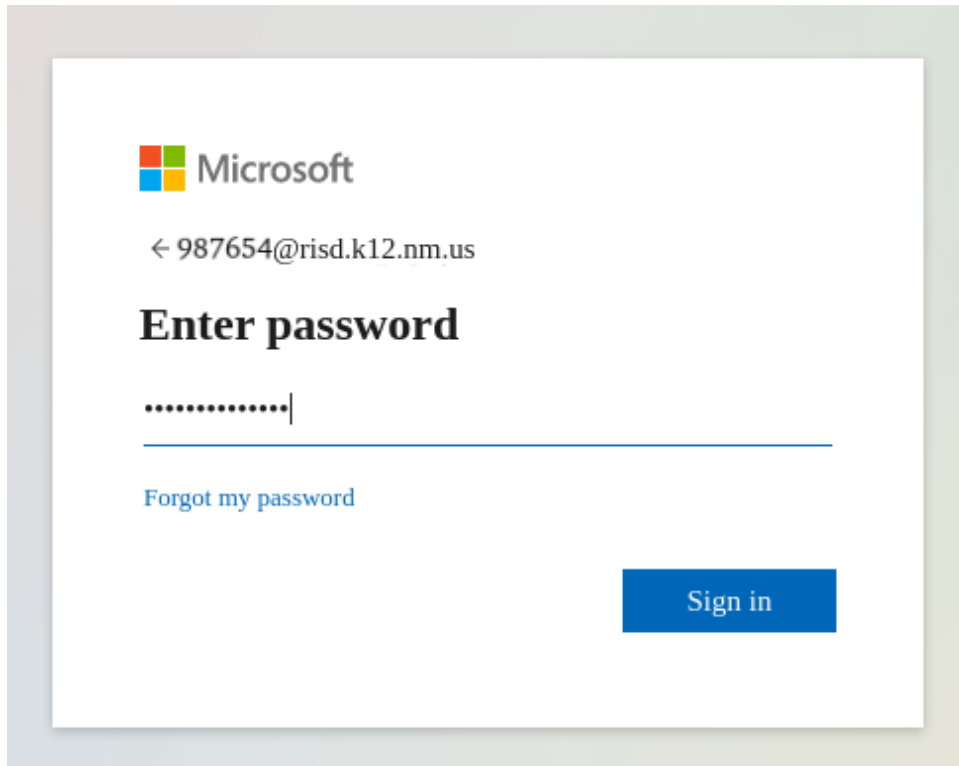
No account? [Create one!](#)

[Can't access your account?](#)

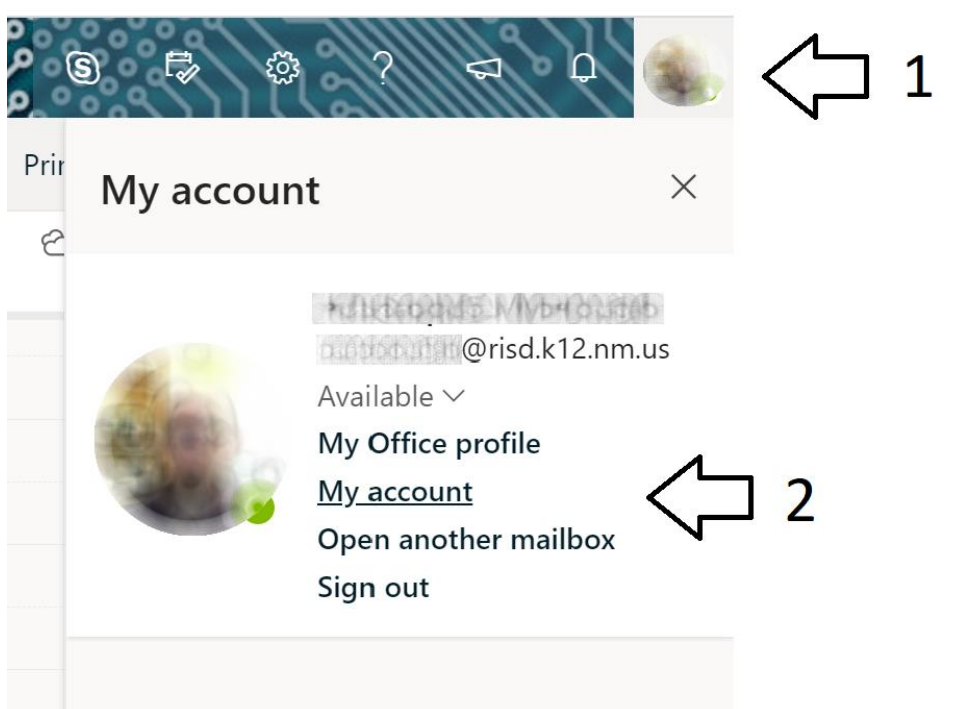
[Sign-in options](#)

Next

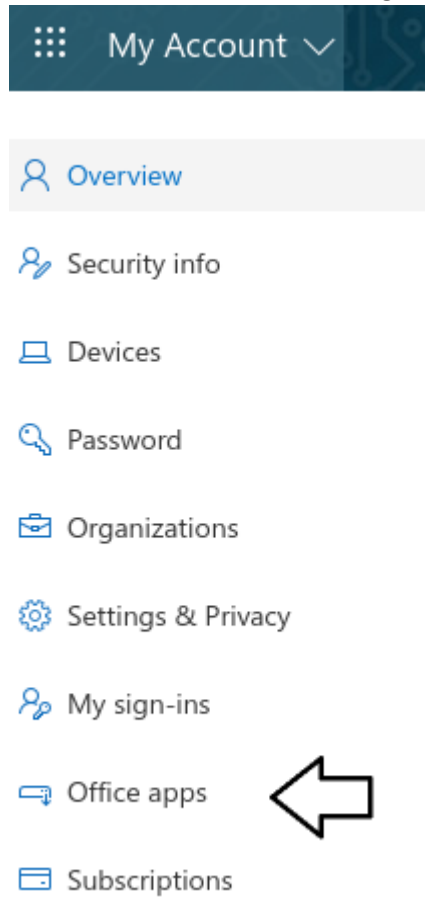
Followed by your password



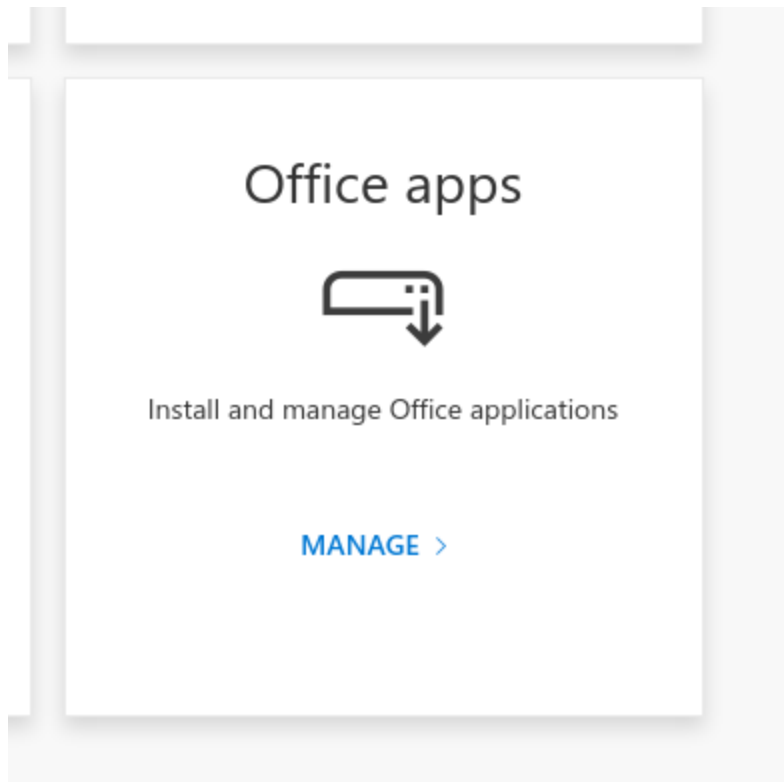
Once you have signed into the website, you can click on the icon in the upper right corner with your picture or initials and select "My Account" from the list.



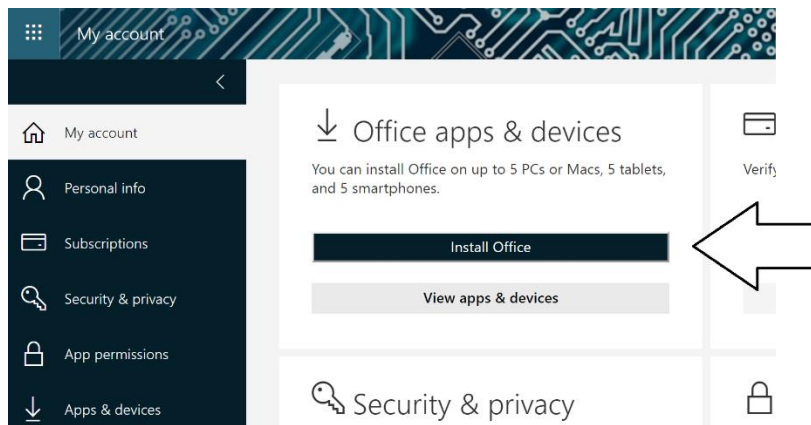
On the new page, you can click on the left-hand navigation bar for Office apps



or scroll down to Office apps and click MANAGE.



From the next page click on the “Install Office” button.



This will begin downloading a small (~5 MB) installer. Once the download completes, run the installer and it will automatically install the Office suite without any further input. Depending on the speed of your internet connection, it may take some time. You can continue using the computer while Office is installed in the background.