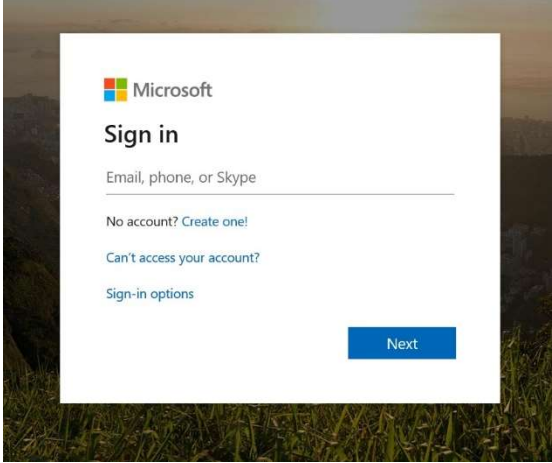

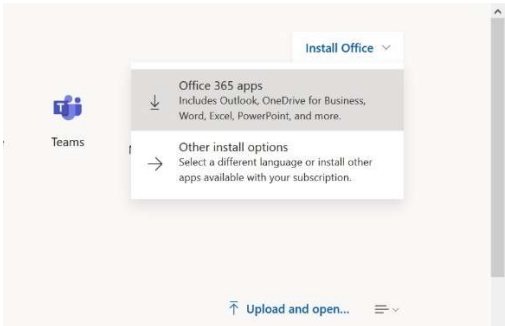


Installing Office 365 on a BYOD (Bring Your Own Device)

How to install Microsoft Office 365 on your Windows device	
<p>1. Open Internet Explorer and go to portal.microsoftonline.com</p> <p>Note: Using other internet browsers (ie. Firefox, Chrome) is not recommend as the process might vary.</p> <p>Enter your NTSchools email address in the “Email, phone, or Skype” field and click “Next”.</p> <p>Your email address will look like firstname.lastname@ntschoos.net</p> <p>On the next window you will need to enter your password. Your password will be your normal NTSchools password. Click “Sign in”.</p>	
<p>2. On the Next window, click No.</p> <p><i>Note: You can click Yes if you intend on returning to this site repeatedly.</i></p>	
<p>3. Once you are logged in click on “Install Office” which should be in the top right section of the window. Click on “Office 365 apps” from the drop down menu. It should now go through and download</p>	

You have now installed Office 365, if you would like to use the included Microsoft OneDrive (online storage) please go back to the main Office 365 web pages and select the OneDrive icon. This will take you to your online OneDrive storage.