

## Instructions for Installing Microsoft Office 365

- 1) Open Internet Explorer or another Web browser.
- 2) Enter [www.bcps.org/Office365](http://www.bcps.org/Office365) in the address bar.
- 3) At the Sign in screen, login with your full BCPS username “abcdef@bcps.org” and your internal password.



Sign in with your organizational account

Keep me signed in

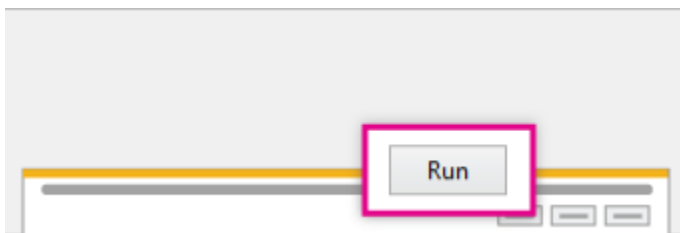
Sign in

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

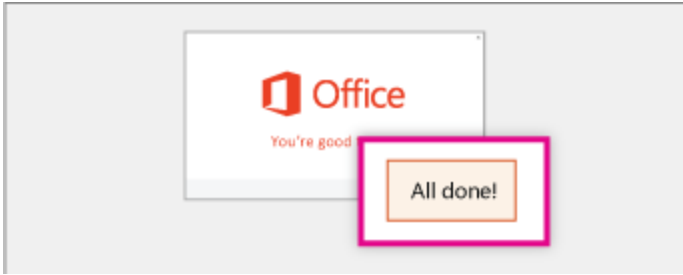
- 4) On the Installation page, make sure the Language is set to “English (United States)” and then click install. NOTE: By default Office 365 installs the 32-bit version-Do Not Change. BCPS does not recommend installing the 64-bit installation due to compatibility issues.



5) At the bottom of the screen, select Run.



- 6) Follow the prompts and accept the license agreement.
- 7) When you see "You're good to go," select "All Done!".

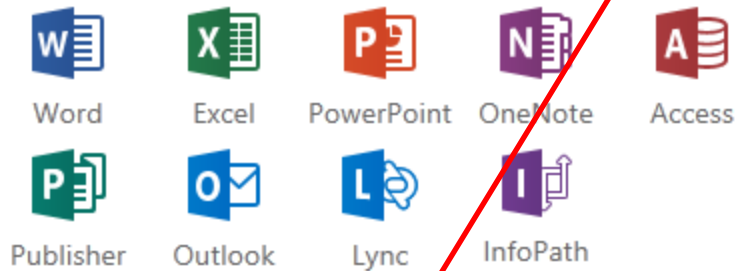


If you have any issues installing the software, or would like instructions for installing Office 365 on Apple or mobile devices, please click the “Troubleshoot Installation” link on the main installation page.

## Office

Install the latest version of Office

This will install the following apps on your computer: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Lync, InfoPath.



Language:

English (United States)

Version:

32-bit  
(Recommended)  
[Advanced](#)

**Note:** Installing additional languages on a computer that already has this version of Office doesn't count against your install limit (5).

[Review system requirements](#)

[Troubleshoot installation](#)

Install