

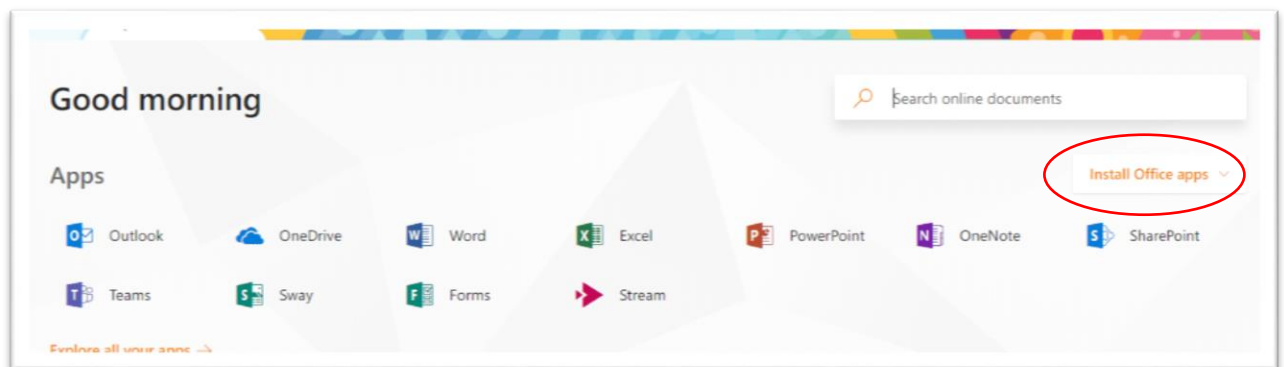
How to download and install Microsoft Office 2016 on PC or Mac

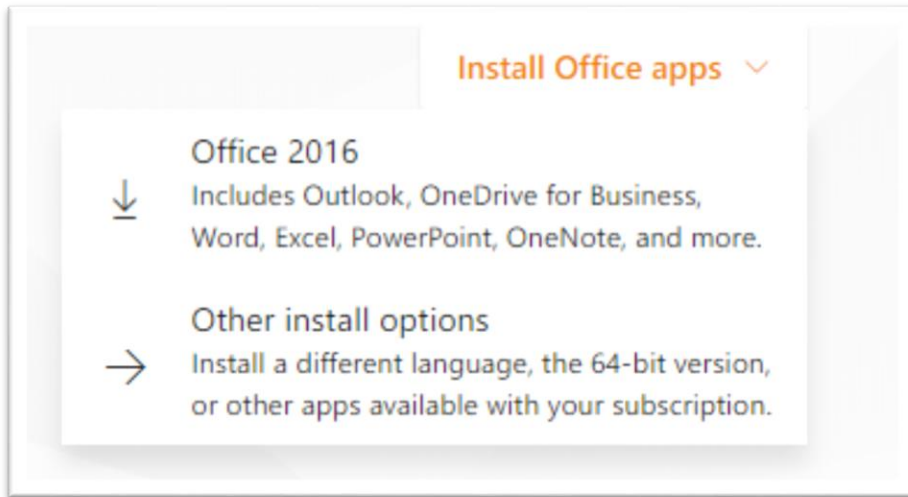
Note: All students are able to download and install Microsoft Office 2016 on their home computers. Please follow the steps below to download a free copy for as long as you are a student or staff member of the Regina Catholic School Division.

1. On the computer you wish to install Microsoft Office 2016 on, start your web browser and log into Office 365 at www.office.com with your Regina Catholic student account eg. student.lastname@rcsd.ca
2. Click on Office 365 to go to the welcome page.

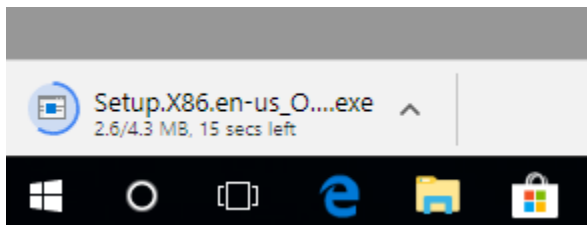


3. Click on install Office apps at the top right on the welcome page.





4. Click on Office 2016 to download. Download will start automatically and install Office 2016.



5. Follow the on screen step-by-step to finish install.

Apps

Install Office apps

Outlook

Teams

Explore all your apps

SharePoint

Documents

Recent Pinned

Name

Robert Nor
rcsdtech-my

How to cha
rcsdtech-my

RCSDET Ne
rcsdtech.sha

Android A

Just a few more steps...



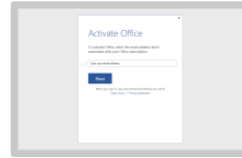
1 Click Run

Click the Setup file at the bottom of the screen.



2 Say "yes"

Click Yes to start installing.



3 Stay online

After installation, start Office and sign in with the account you use for Office 365: r.mensah@rcsd.ca.

Close

Need help installing?

New

