

Downloading Microsoft Office at Home

1. Open the **MCS D webpage** (www.mcsdk12.org) and click on the link for **CLASSLINK**.

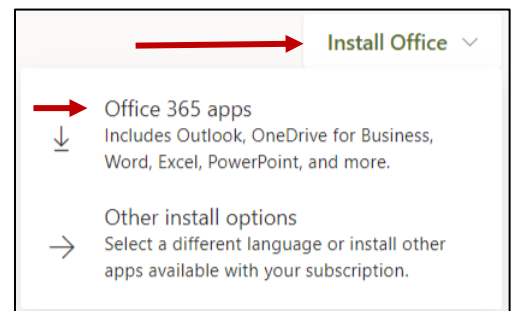
HOME ABOUT ▾ ONLINE ED ▾ SCHOOLS ▾ STAFF ▾ STUDENTS/PARENTS ▾ AESOP **CLASSLINK** DIRECTORY WEB APPS WEBMAIL HELP

2. After you sign in to ClassLink, click on the icon for **OFFICE 365**.

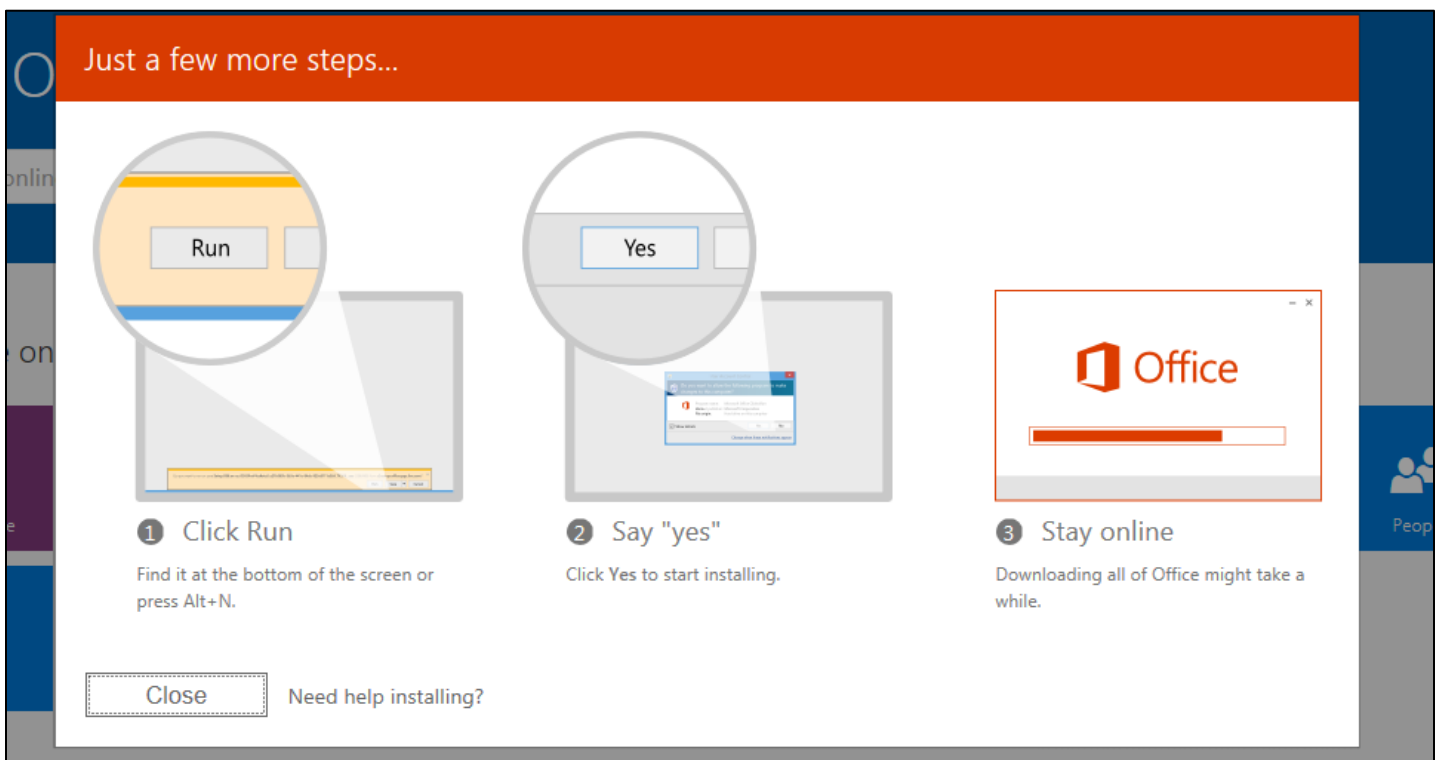
*NOTE: If this is your first time connecting to Office 365 through ClassLink, you will need to sign in. The first screen will require your full SCHOOL email address. When you see the Husky page, you only need to enter your username and password.



3. Click on the **INSTALL OFFICE** button in the top right-hand corner of your screen. Choose **OFFICE 365 APPS** to install the Microsoft Office package.



4. After you click to install Office 365 apps, a dialog box with directions will display. Follow the displayed prompts. Remain connected to the Internet during the installation process.



IMPORTANT INFORMATION:

You are permitted to install Microsoft Office **on up to 5 devices** including desktops, laptops, smartphones, and iPads. If you reach your limit, you will be prompted to remove the Office suite on one of the devices before installing again.

This Microsoft Office download is available to all MCSD staff and students. If a student or staff member leaves MCSD (resignation, retirement, withdrawal or graduation), his/her account and software will be deactivated. When a student graduates from MCSD, his/her account and software will be deactivated on June 30th of the graduation year.

Please note that other than account login, MCSD Technology Department does **NOT** provide any support for installing this software on any device.

Check to make sure your computer or laptop meet the system requirements for the software.

Click [HERE](#) for compatibility requirements for Microsoft Office for both Windows and MAC.