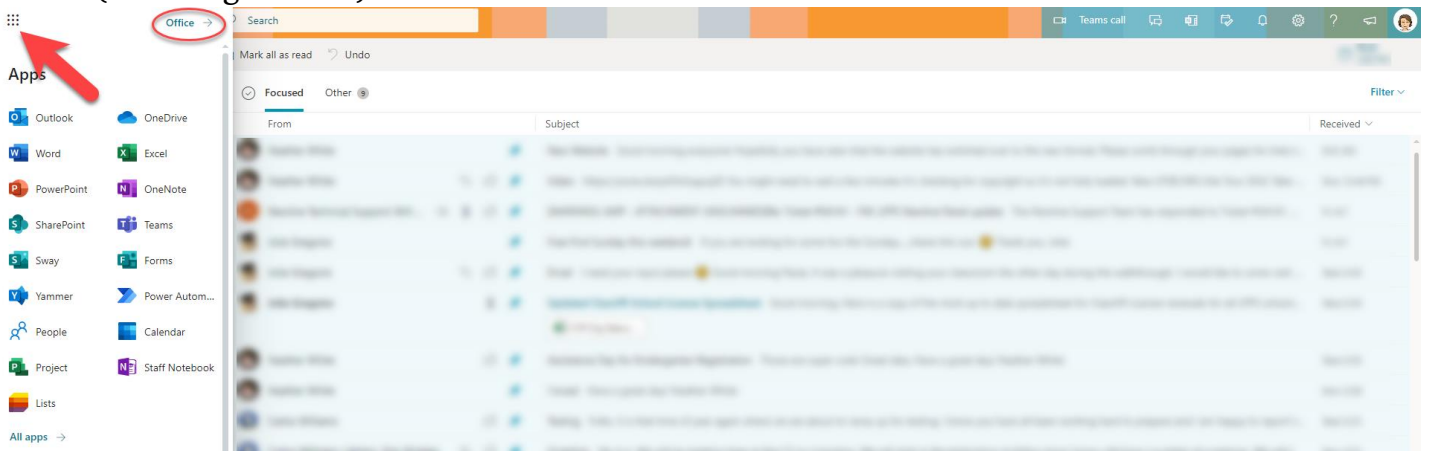


Installing Office Apps on a PC (including built-in PCs on Newline Panels)

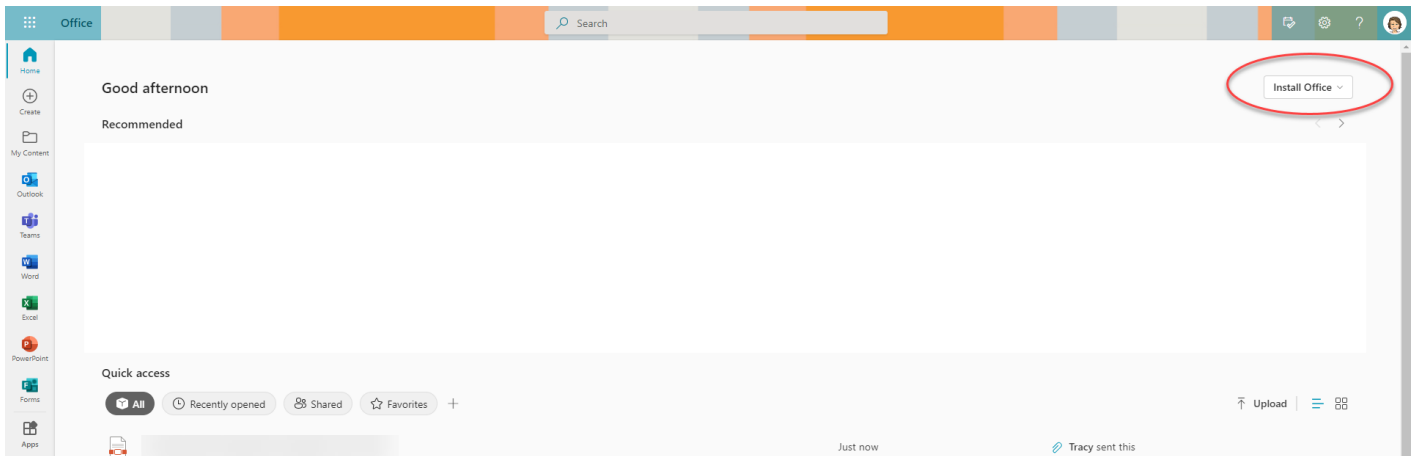
You can install Office on up to 5 PCs or Macs, 5 tablets, and 5 smartphones.

The built-in computer on a Newline Panel can have Office installed on it. This allows teachers to easily open any PowerPoint or other Office docs from curricula on their panels.

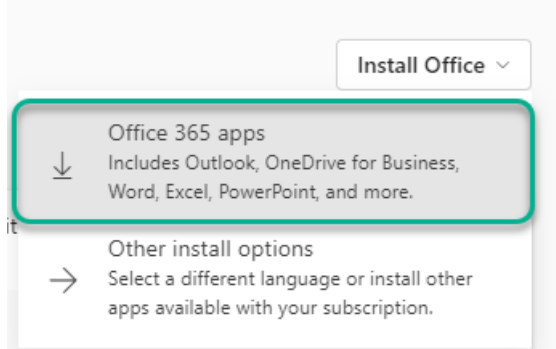
Have the teacher log into his/her Office 365 account. You may have to use the Waffle to access Office (see image below).



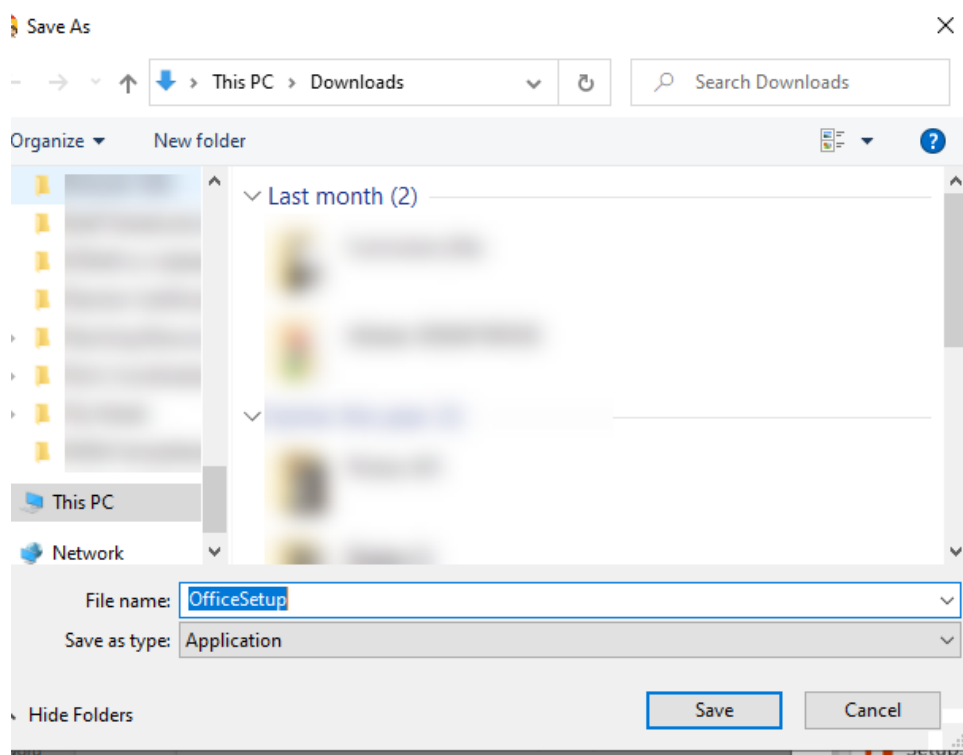
Click on "Install Office".



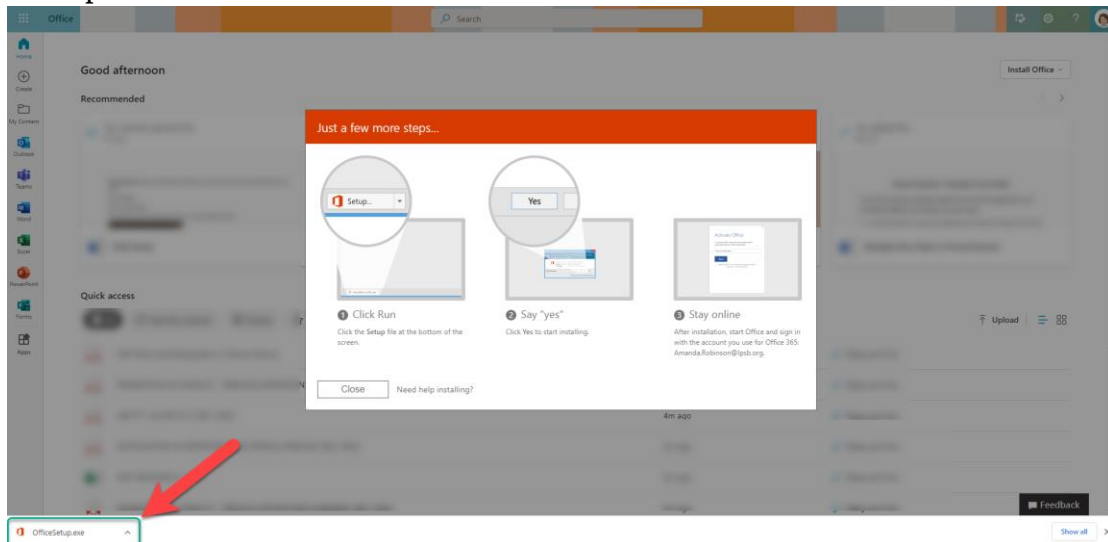
Select "Office 365 apps"



You may be prompted to save the application. If so, please do so. I would suggest downloading it to the “Downloads” folder.

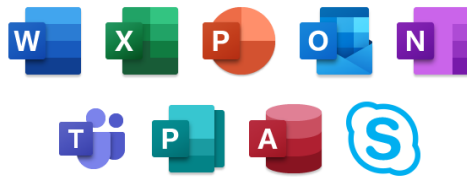


Open “OfficeSetup.exe” to run.



You will be asked to log in as an administrator. Please ask your school’s tech coordinator to use the district’s admin credentials for lppsedu.

Set up will take at least 3 minutes, depending on your internet connection.



Please stay online while Office downloads

We'll be done in just a moment.

Do not log out of the Office 365 account during the installation.

Once completed, the teacher may need to log into Office 365 account to finalize the installation.

Please note that logging in Office 365 will require MFA (code texted to phone) for access.