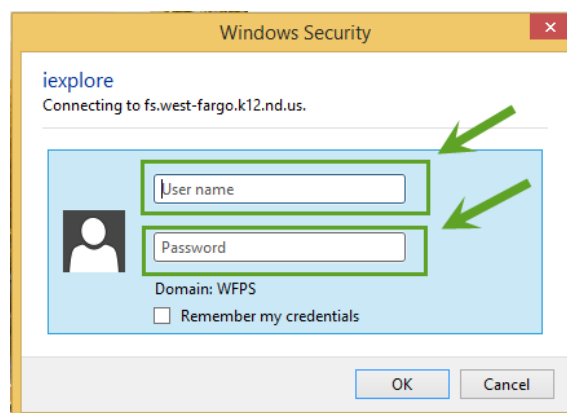


Installing Microsoft Office ProPlus for students/staff

- *Office 365 ProPlus for students/staff is a service Microsoft offers as part of the license agreement with the West Fargo School District that allows students/staff to download and install the full version of Office 2013 applications like Word, Excel, PowerPoint, Outlook, OneNote and more; on up to 5 PCs or Macs, up to 5 tablet and 5 phone devices (iPad, Windows, Android). This service allows for students/staff and their family to have access to the full Microsoft Office 2013 productivity suite at home for no additional cost.*
 - *The West Fargo Public School District has created accounts for all staff and students' grade kindergarten through grade 12 that can be used to download and install Office 2013.*
1. **Students** – open your web browser and go to <https://www.west-fargo.k12.nd.us/district/proplusstudents/>. On this page you will find information regarding the Office ProPlus program. Click the **Office 365 Login** link to log into Office 365.
 2. **Staff** – open your web browser and go to <https://www.west-fargo.k12.nd.us/staff/>. On this page you will see the **Office 365** section, below the Office 365 link you will find information regarding the Office ProPlus program by clicking the “Office ProPlus install directions.” Click the **Office 365 Login Link** to log into Office 365.
 3. The window below will pop up allowing you to log into the West Fargo Public Schools to verify your eligibility for the Office 365 products.

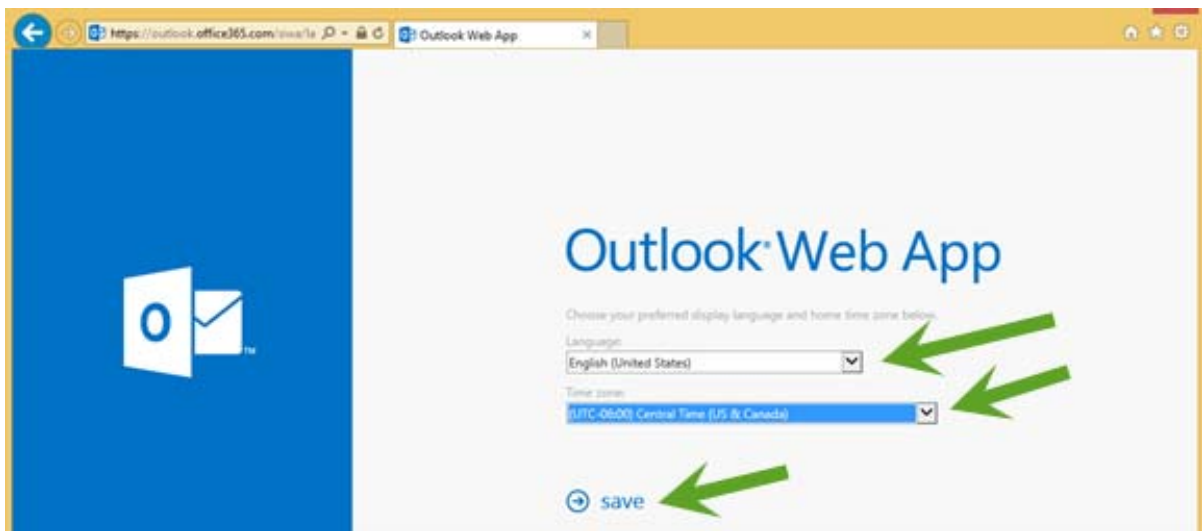


4. In the window, replace “**User name**” with **WFPS\studentID** (replace “*studentID*” with your actual student id and for staff, enter your staff login ID you use for the computer), and then replace “**Password**” with your **West Fargo Schools password**. Then click **OK**.

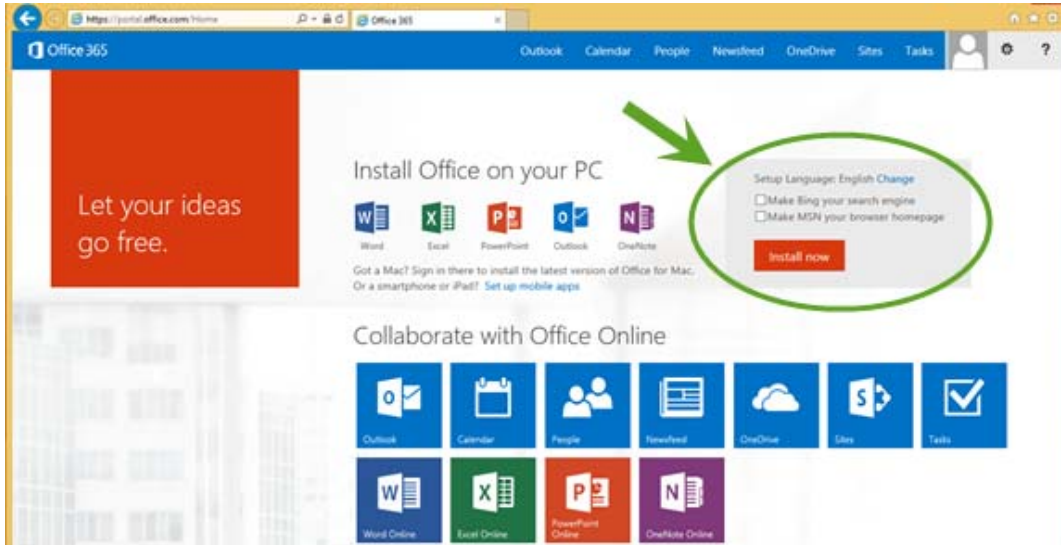
NOTE: The slash after WFPS is a backslash. Also please note that the “Domain” below the password box changes to the “WFPS” domain from your home computer name if you have entered the WFPS\ properly.

5. If you entered your user name and password correctly, the system will take you to the Office 365 suite.
6. Depending on your web browser and if you have email setup on your Office 365 account will depend on what screen you see next. Below are four different windows that may appear:

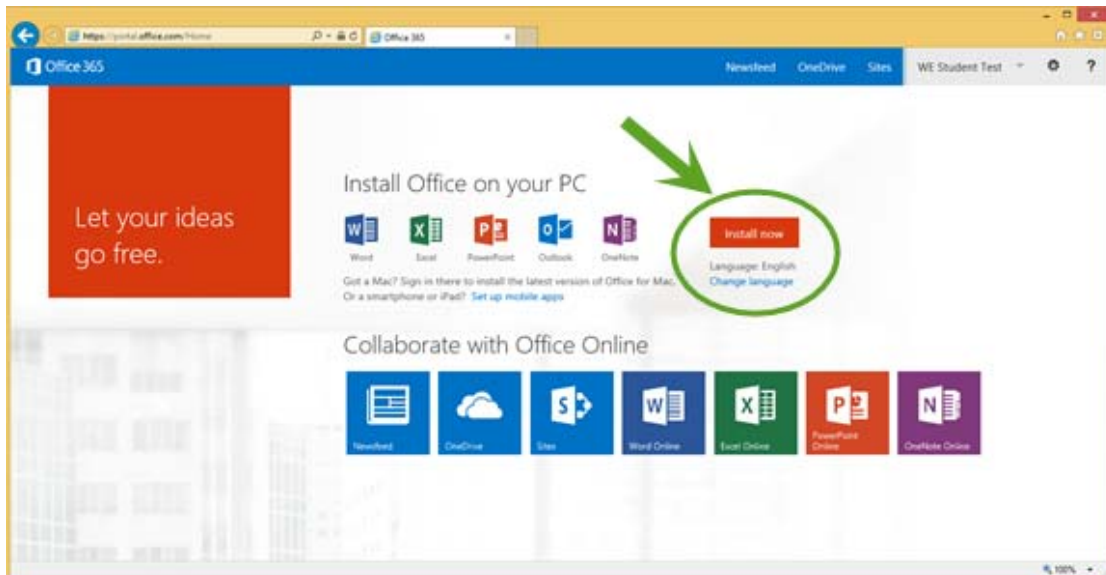
Screen option 1: The “**Outlook Web App**” configuration screen will **ONLY** appear if you are logging in for the first time and have email enabled on for your Office 365 account. Select the appropriate **language** and select **Central Time** as the Time Zone and click the blue “**save**” option.



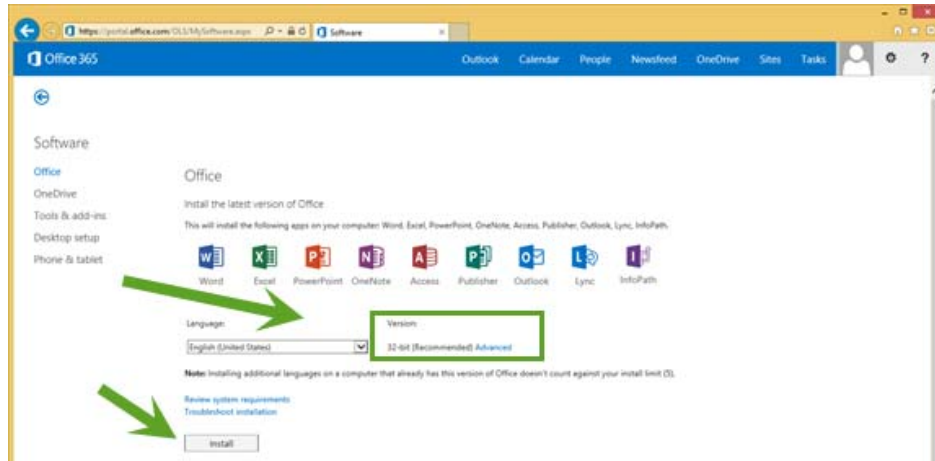
Screen option 2: The Office 365 home page with the “Install Office on your PC” option. Notice it may ask you to make Bing your search engine and to make MSN your browser homepage. Select or deselecting these options is your own preference.



Screen option 3: The Office 365 home page with the “install Office on your PC” option. Notice it is giving you the option to install the Office 2013 immediately.



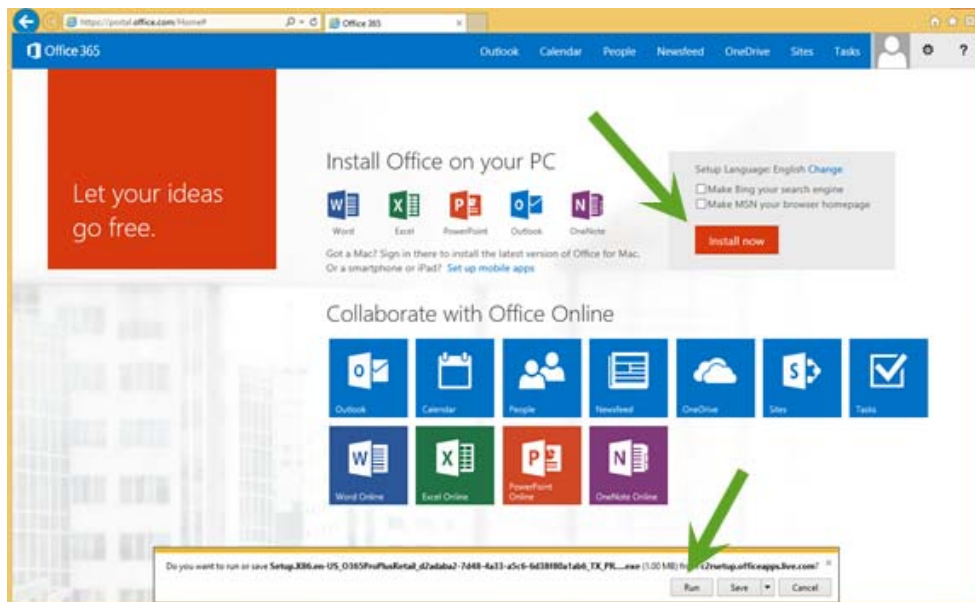
Screen option 4: This screen may appear if you have an older web browser.

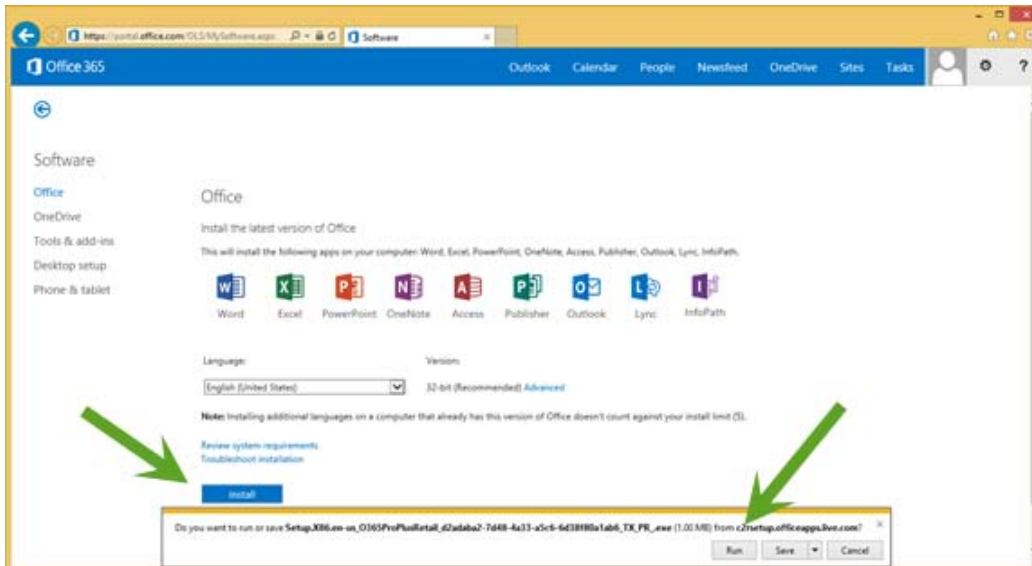


7. If you were presented with the Outlook Web App configuration page, once you saved your configuration it will take you to your Outlook web app page. Click the **“Office 365”** icon in the upper left corner of your screen to take you to the Office 365 home page.

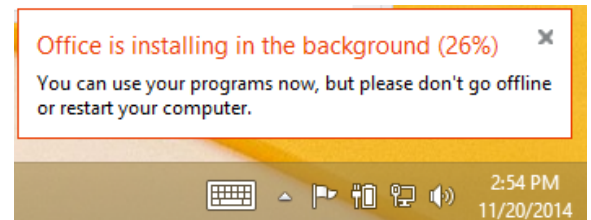
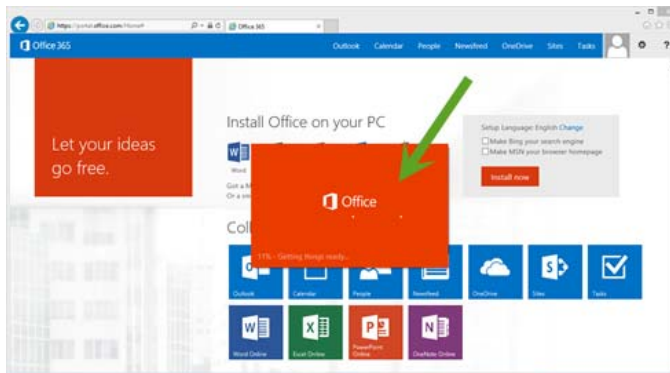


8. To install Microsoft Office 2013, click the **“Install”** box as displayed in the Screen option 2, 3 or 4 listed above. A window will pop up at the bottom of your screen asking if you want to run or save the setup file. Click the **“Run”** option to complete the install process of Office 2013.

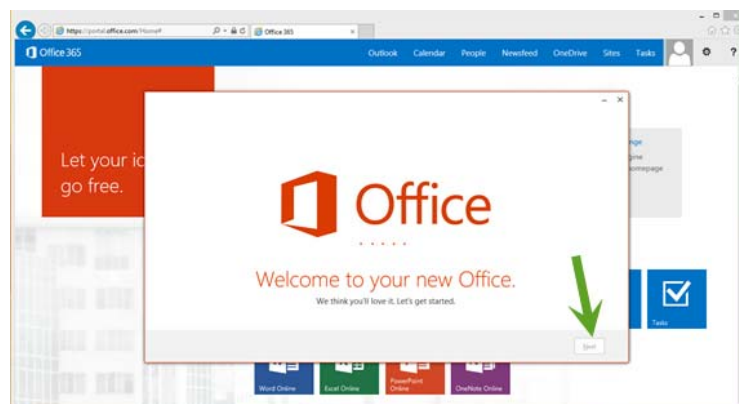




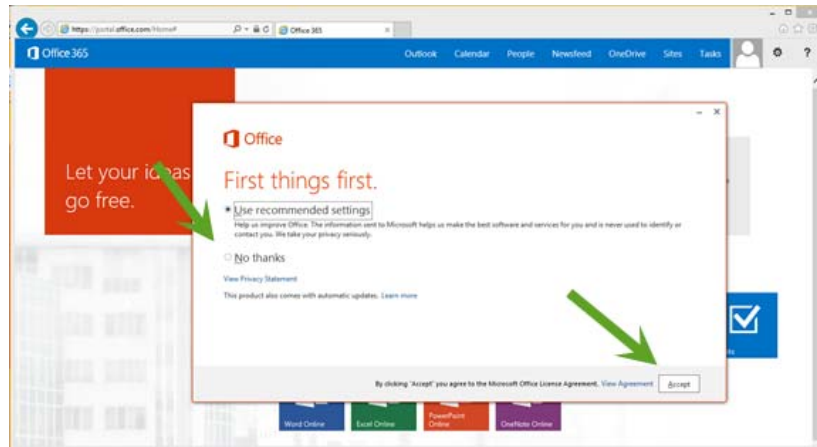
9. Once you click the run option, the following window will pop up showing that Office is installing. You will also see a popup in the bottom right of you desktop in the system tray indicating the status of the install.



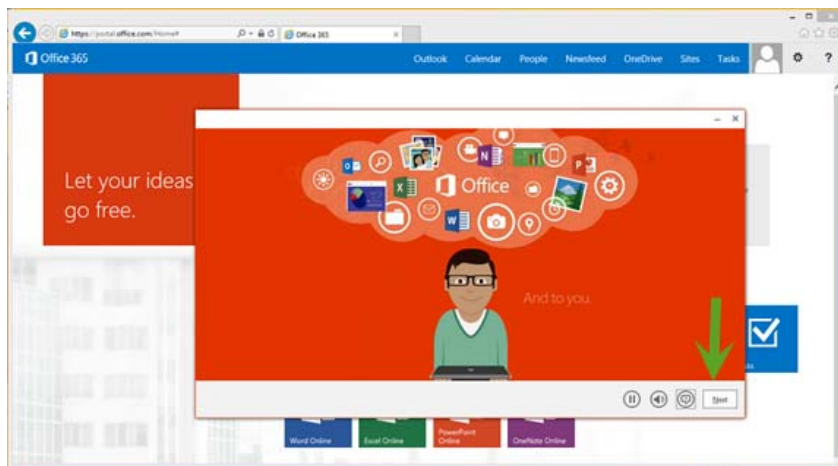
10. When Office completes the install you will see a “Welcome to your new Office” window and the option to click “Next” to get started. Click Next.



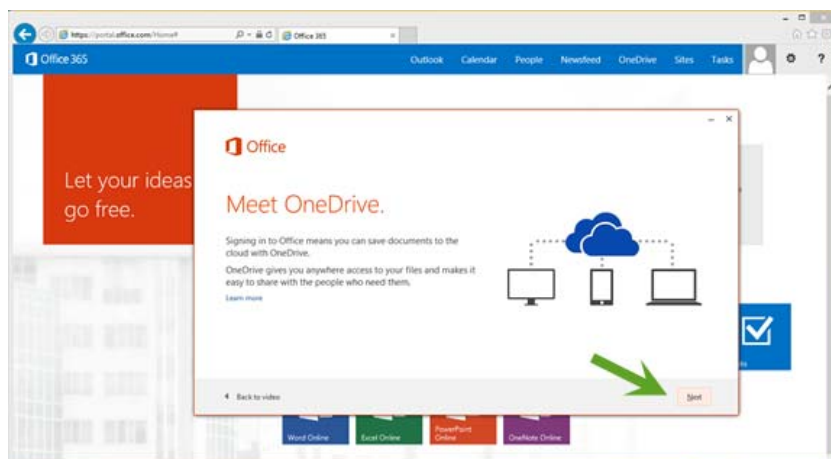
11. After clicking next the window below will ask you if you want to “**Use recommended settings**” or “**No Thanks.**” Click the option you prefer as indicated by the message displayed. Next click **Accept**.



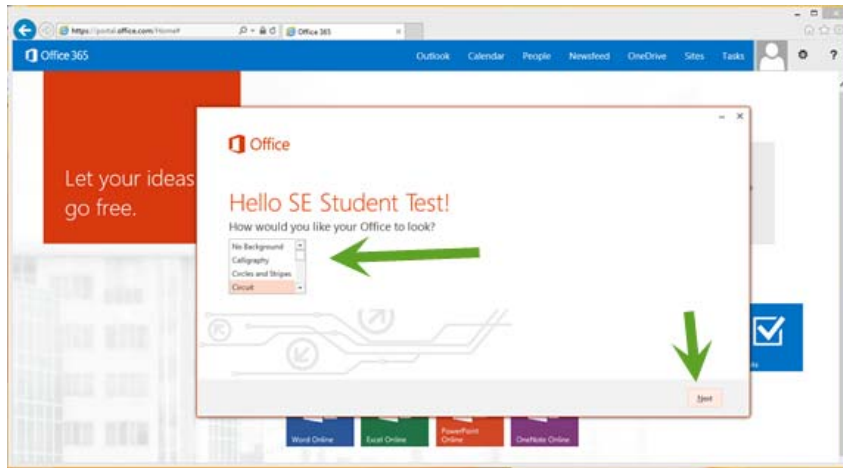
12. Click **Next** on the following screen.



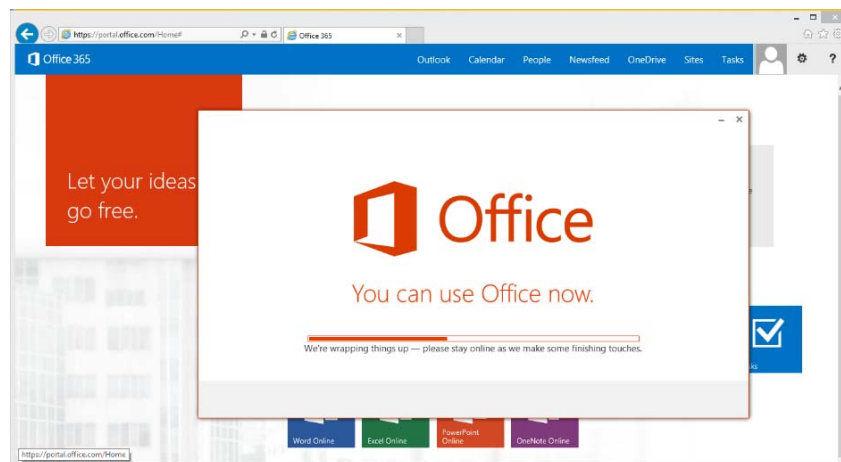
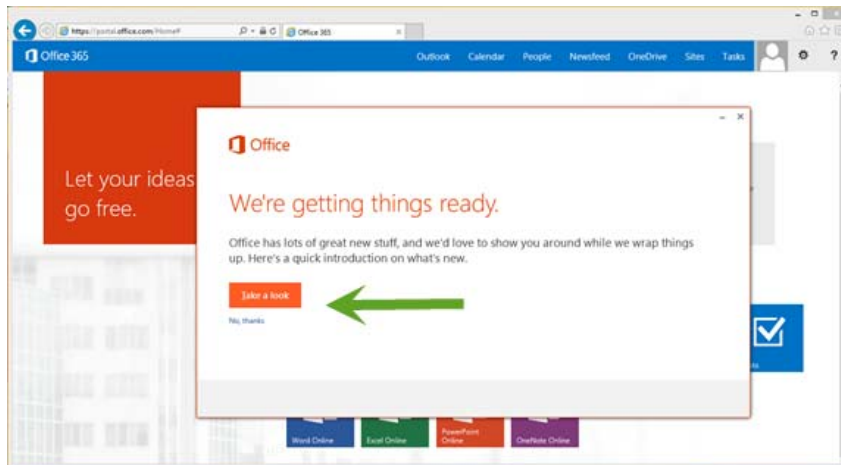
13. Once you have read the OneDrive message click **Next**.



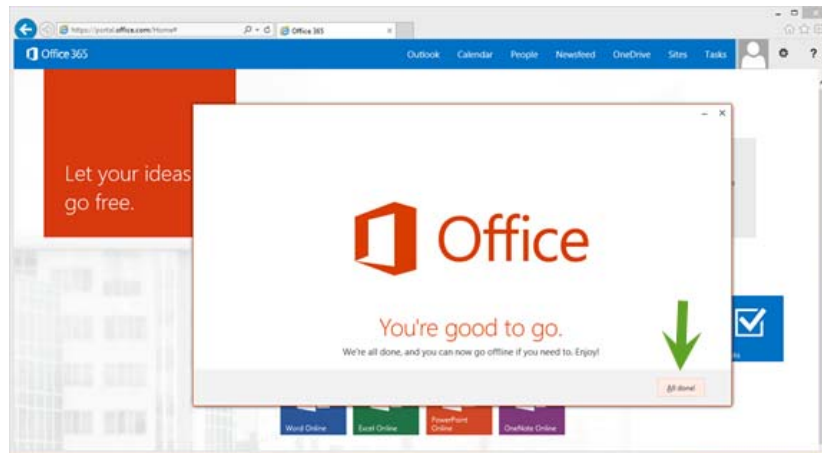
14. Select the Office theme of your preference on how you would like the Office applications to appear. Click **Next**.



15. The following windows will display, either click “Take a look” or “No thanks” on the message as the Office 2013 configuration finalizes.



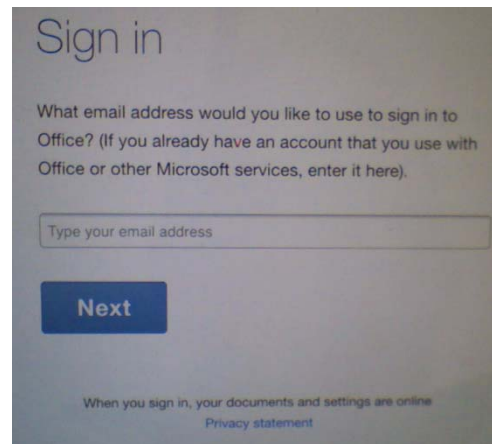
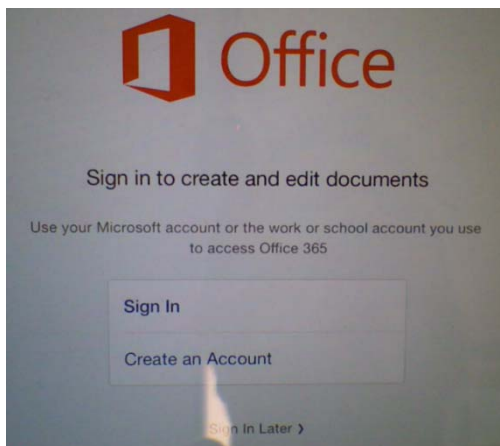
16. Once the Office 2013 install completes, the following window will display and the process will be complete. Click the **“All done.”**



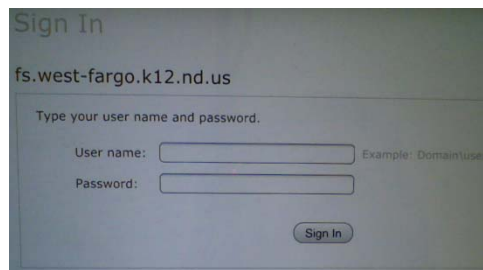
17. Office 2013 will now be installed on your computer for use!

Installing on a tablet (iPad in this example)

1. To install on mobile device (tablet or smart phone), visit your app store to download the Microsoft Office App.
 - a. Once installed, you will need to enter your Office 365 login after opening the app to verify the Office ProPlus license.
2. Open App Store on iPad, search for Microsoft Word, and tap the install. Once installed, tap the “open” on the Word app from the store. It will prompt you with a quick four page preview of Office 365 and after you jester through the four pages, the page below will show for the login option to Office 365.



3. As seen in the images above, tap the **“Sign In”** box and then tap in the **“Type your email address”** box to enter the student email StudentNumber@west-fargo.k12.nd.us (staff: staff email StaffLogin@west-fargo.k12.nd.us) and then tap the **“Next”** box that shows, where student number is the actual number.
4. Once Office 365 confirms the student/staff email account as part of the West Fargo Public Schools, a second login screen will appear as seen below. The student/staff enters their credentials to authenticate to the West Fargo Schools Office 365. Enter for **“User Name:”** **“WFPS\StudentNumber”** where student number is the actual student number (staff: staff login ID used to log into the computer.) Next the student/staff would tap in the **“Password:”** box and enter their password.



5. Tap the **“Sign In”** button
6. Once the student/staff has logged in Microsoft Word is ready to go as seen by the following screen:

