

Directions: Downloading and Installing Office 2016

Students and staff are eligible to download Microsoft Office 2016 productivity software through their Kyrene School District Office 365 Account.

1. Log into the [Kyrene School District Office 365 Portal](#). You can access the link through the Kyrene School District employee page: <https://www.kyrene.org/site/default.aspx?DomainID=1011>

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2. Sign into Office 365:

Staff:

Username: Kyrene email

Password: Kyrene School District network password

Students:

Username: [StudentID#@kyrene.org](#)

(ex: [123456@kyrene.org](#))

Password: Kyrene School District network password

3. The link to install the software is at the top right of the log in screen. Click on the Install Office 2016 link to install the software. Follow the directions of the installation wizard.

Good morning

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Install Office apps

Office 2016
Includes Outlook, OneDrive for Business, Word, Excel, PowerPoint, OneNote, and more.

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Install a different language, the 64-bit version, or other apps available with your subscription.

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4. After installation is complete, sign out of Office 365. Click your name in the upper right hand corner and select Sign Out.

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