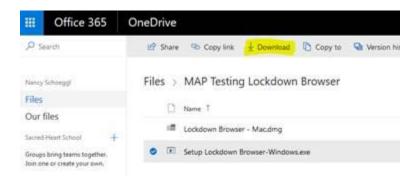


## Downloading the Lockdown Browser for Maps Testing

- 1. Click on the following link: MAP Lockdown Browser
- 2. Log into office using your SHS school email and password
- 3. Move your mouse to the left of the file you want to download, a check box will appear, check it.
- 4. Click the download option at the top of the screen.



- 5. The file is typically downloaded to your downloads folder. Navigate to that folder.
- 6. Double click on the file downloaded & follow the prompts

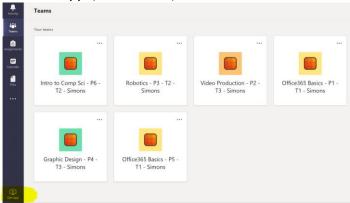
\*\*Windows S doesn't support install applications that aren't in the Microsoft store. To install, the device needs to be switched out of S Mode. Please follow the directions provided by Microsoft.

## Downloading the Desktop Teams App

- 1. Log in to portal.office.com using your SHS school email and password
- 2. On the home screen, there will be a row of office icons as follows:



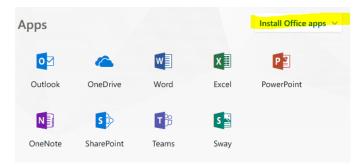
- 3. Click on the Teams icon- Teams will open online
- 4. Click Get app (bottom left)



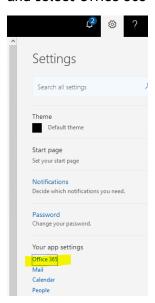


## **Downloading Office Desktop Applications**

- 1. Log in to portal.office.com using your SHS school email and password
- 2. On the home screen, there will be a row of office icons as follows:



- 3. Click on the Install Office apps and following the directions.
- 4. If you don't see the screen above, locate the gear icon in the upper right hand corner of the screen and select Office 365



5. On the settings page locate the "Install Status" link on the left-hand side and then select Install Desktop Applications and follow the prompts.

