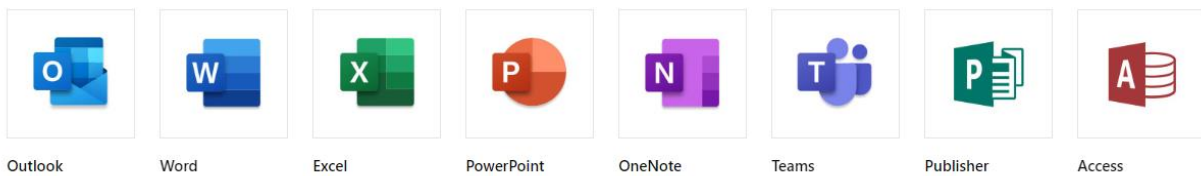


Office 365 A3 for Our Lady of Mercy Catholic High School

Microsoft Office 365 A3 is now available for Our Lady of Mercy Catholic High School students for Free through our school agreement with Microsoft:

- Students can use Microsoft Office programs for FREE!
- Full versions of Microsoft Office software including Excel, OneNote, PowerPoint, Publisher, Word, and more.
- Download and install Microsoft Office software on up to 5 personal computers and mobile devices.
- Save files locally - on your computer or a USB flash drive.
- When you graduate or withdraw, your Office 365 A3 subscription will end and you will no longer be able to use the software for free.
- Currently, the Office programs that come with Office 365 A3 are the same programs that come with Office Professional 2016, and stays up to date with the latest releases from Microsoft.



Get Started - How to install Office 365 A1 Plus on your PC or MAC

- Check that your computer meets the minimum system requirements. Note: Chromebooks are not compatible.
- Go to portal.office.com and put in your Mercy email address.
- Select your language and time zone. (From here you can sign into the different applications online, including the email account)
 1. Simply click on Outlook
 2. Make sure to turn off Focused Inbox so that all your emails go to one Inbox.
- To continue with installation of the Office 365 products, select the button to install Office (Orange button in right hand corner of screen).
- Select your language and version. For Windows the default recommendation is 32-bit.
- Click Install.
- For PC: Once the download completes, choose Run or Save.
- For MAC: Once the download completes, double-click the Office 2016 dmg file and run the installer.
- Installation begins.
- Do not go offline or restart your computer until installation is complete.