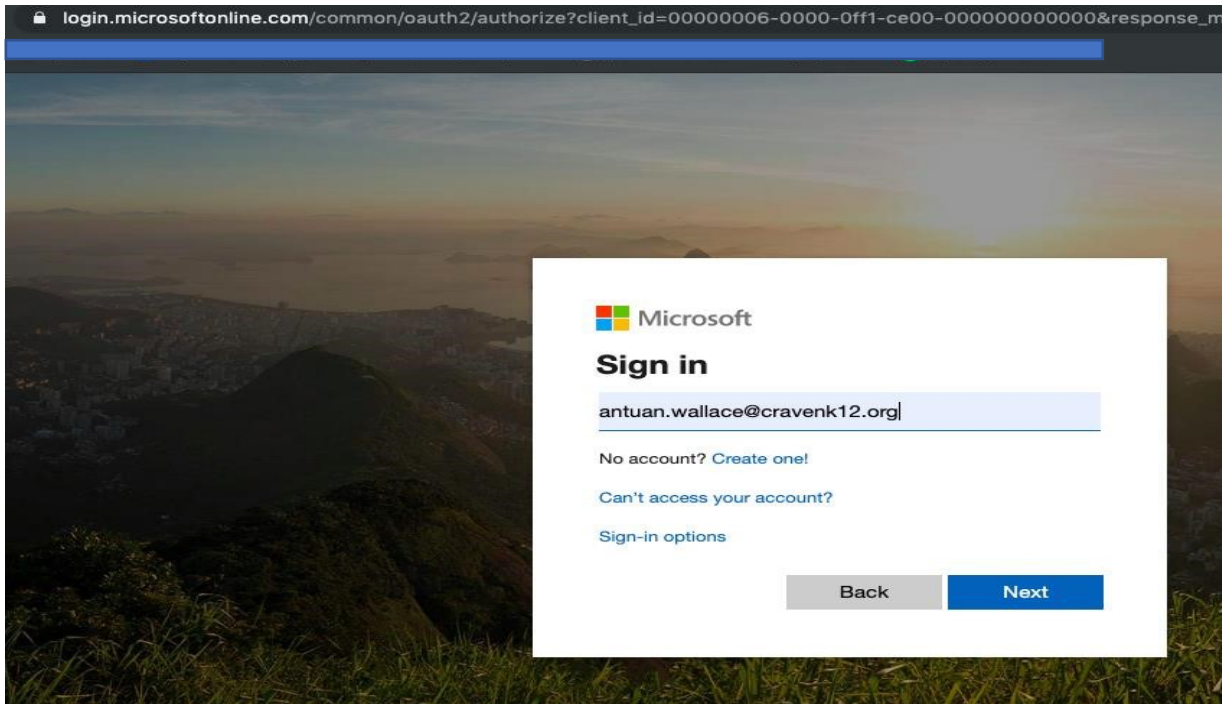
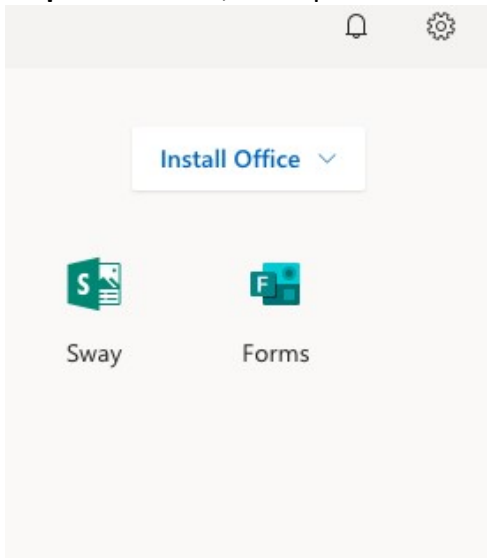


Downloading and Installing Office

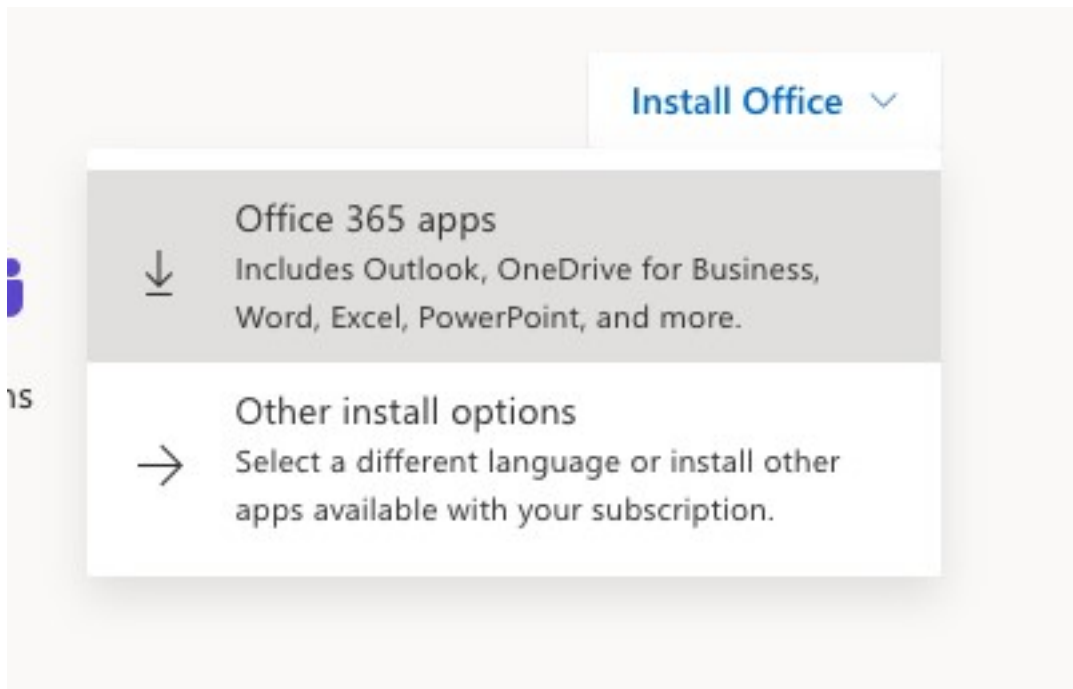


Step 1 – Open the browser (Chrome, Firefox, Safari, IE) and go to portal.office.com and it should bring you to this log in screen. Login with your Craven County Schools email address and RapidIdentity password.

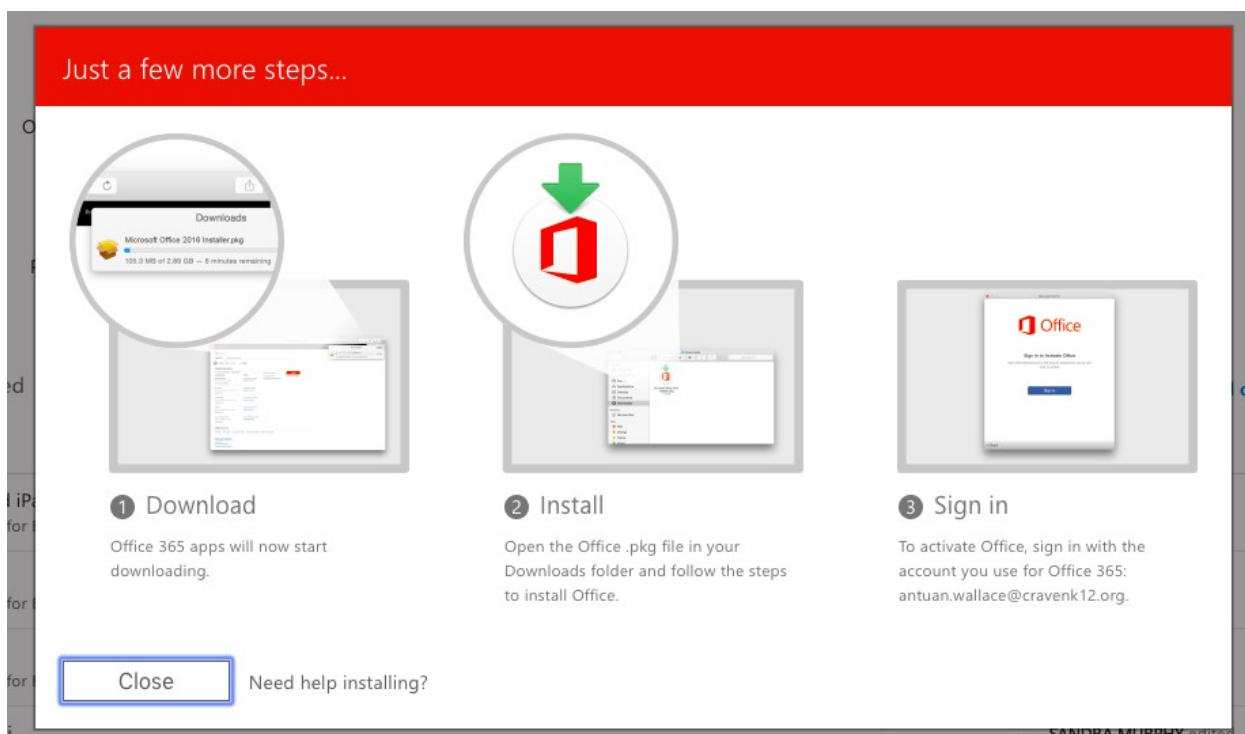
Step 2 – If it asks, use a personal email or phone number for security purposes and then login.



Step 3 – In the upper right hand corner look for the Install Office button and click that on the site, this will allow you to install Office on your machine.



Step 4 – Select Office 365 Apps which should bring up a popup. (If you do not see the Office 365 Apps download options, please put in a tech request or call the Technology Help Desk)



Step 5 – This should start a small download of the Office installer, once it finishes click the installer and install Office to the machine. Once complete you will need to login with your Craven County Schools email and RapidIdentity password to authenticate and activate the software.