

This tutorial is for installing Office Professional Plus for free on personal computers and devices. This is available to all Great Falls Public Schools students in fifth grade and up. It is necessary for you to have logged into a school computer with your ID number and personal password in order for your account to be recognized in Office 365.

Login to Office 365 on the device you wish to install Office Professional Plus. If you are using a Mac, you will sign in to Office 365 on your Mac. Remember that as a student, your username is your [firstname.lastname.graduationyear@gfps.k12.mt.us](mailto:firstname.lastname.graduationyear@gfps.k12.mt.us). Your password will be identical to the one used at school to log in to a computer, Moodle, or Google Drive.

This tutorial will model how to install Office 2013 on a personal computer. On the top right, you will see the “install” button. Click on the install button and then click “Run.” Follow the prompts to complete installation of Office 2013.

After the first installation, the option to install for other computers/devices will drop below the Office Online options. This installation process can be repeated on up to five computers and five devices.

This concludes the installation tutorial for Office 2013.