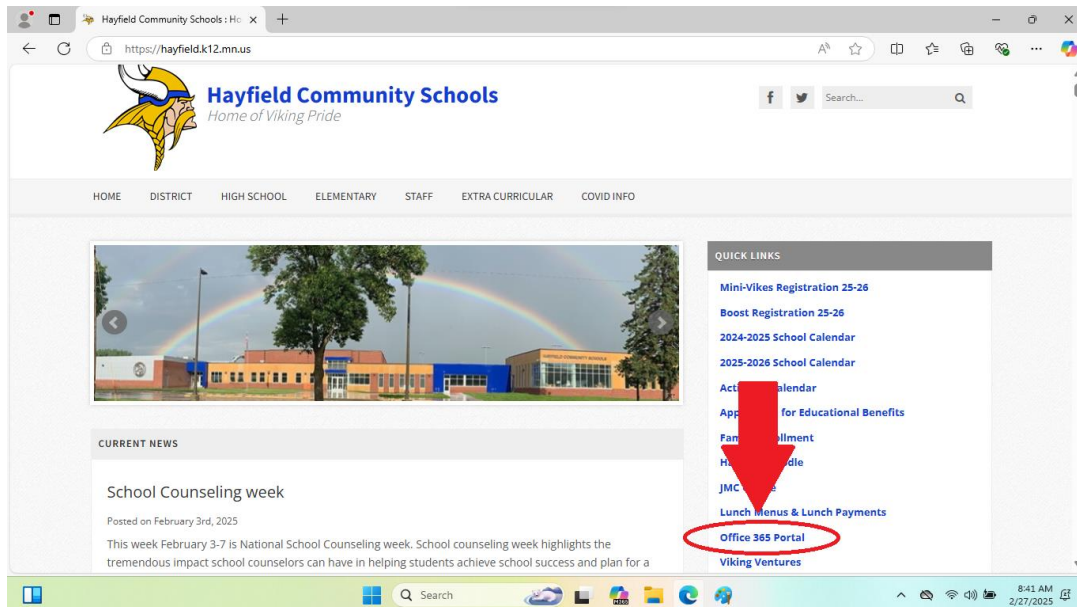
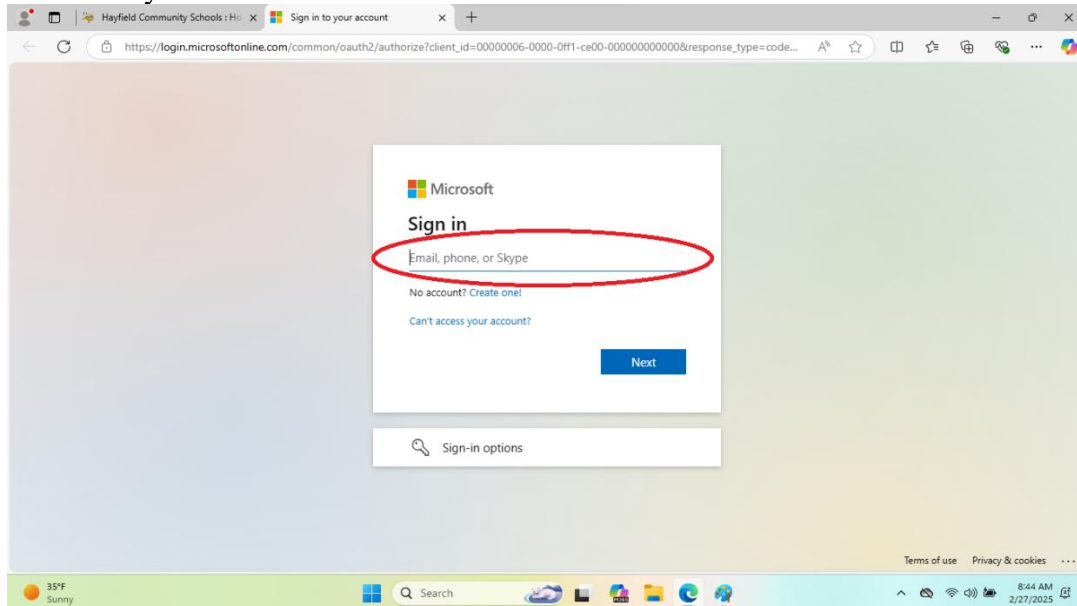


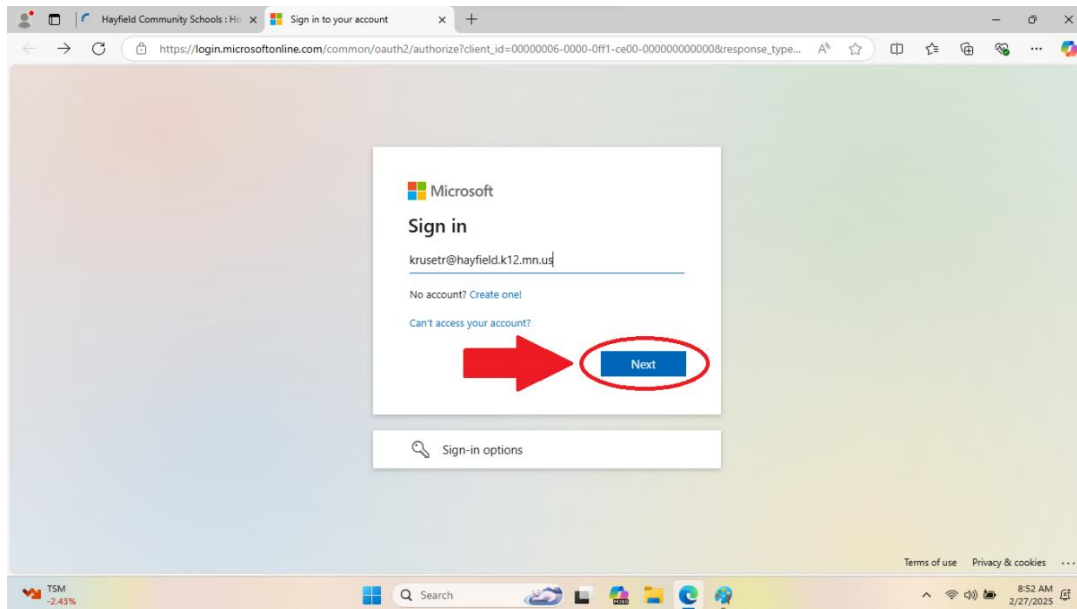
How to install Microsoft Office

1. Go to the Hayfield Community Schools website. On the right side of the screen you should see a box labelled “QUICK LINKS.” Inside this box, there should be a blue link that says “Office 365 Portal.” You may have to scroll down the page a little to see it. Click on it.

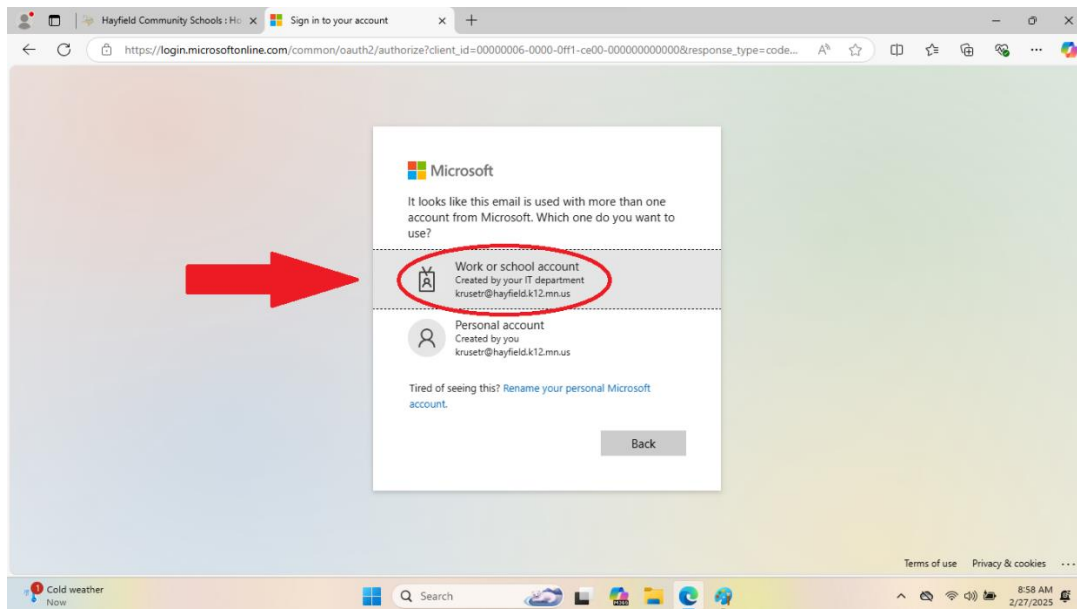


2. A new page will open asking you to sign in with an email address. Enter your Hayfield Community Schools email and click “Next.”





3. You may see a message asking you whether you'd like to sign into a work or school account or a personal account. If this message does appear, click "Work or school account."



4. The next screen should ask for your password. Type in your Hayfield email password, then click “Sign in.”

The screenshot shows a web browser window with the URL https://login.microsoftonline.com/common/oauth2/authorize?client_id=00000006-0000-0ff1-ce00-000000000000&response_type=code.... The page features a Viking-themed background with a large illustration of a Viking head. A white login box is centered on the page. At the top of the box is the Hayfield logo, followed by the email address krusetr@hayfield.k12.mn.us. Below this is the heading "Enter password". A red circle highlights the password input field, which contains the text "Password". Below the input field is a link that says "Forgot my password". At the bottom of the box is a blue "Sign in" button. Below the login box, a message reads: "Thank you for accessing the Hayfield Community Schools Office 365 Portal. If you are having sign-in issues please open a Viking Help Desk Ticket".

Hayfield

← krusetr@hayfield.k12.mn.us

Enter password

Password

[Forgot my password](#)

Sign in

Thank you for accessing the Hayfield Community Schools Office 365 Portal. If you are having sign-in issues please open a Viking Help Desk Ticket

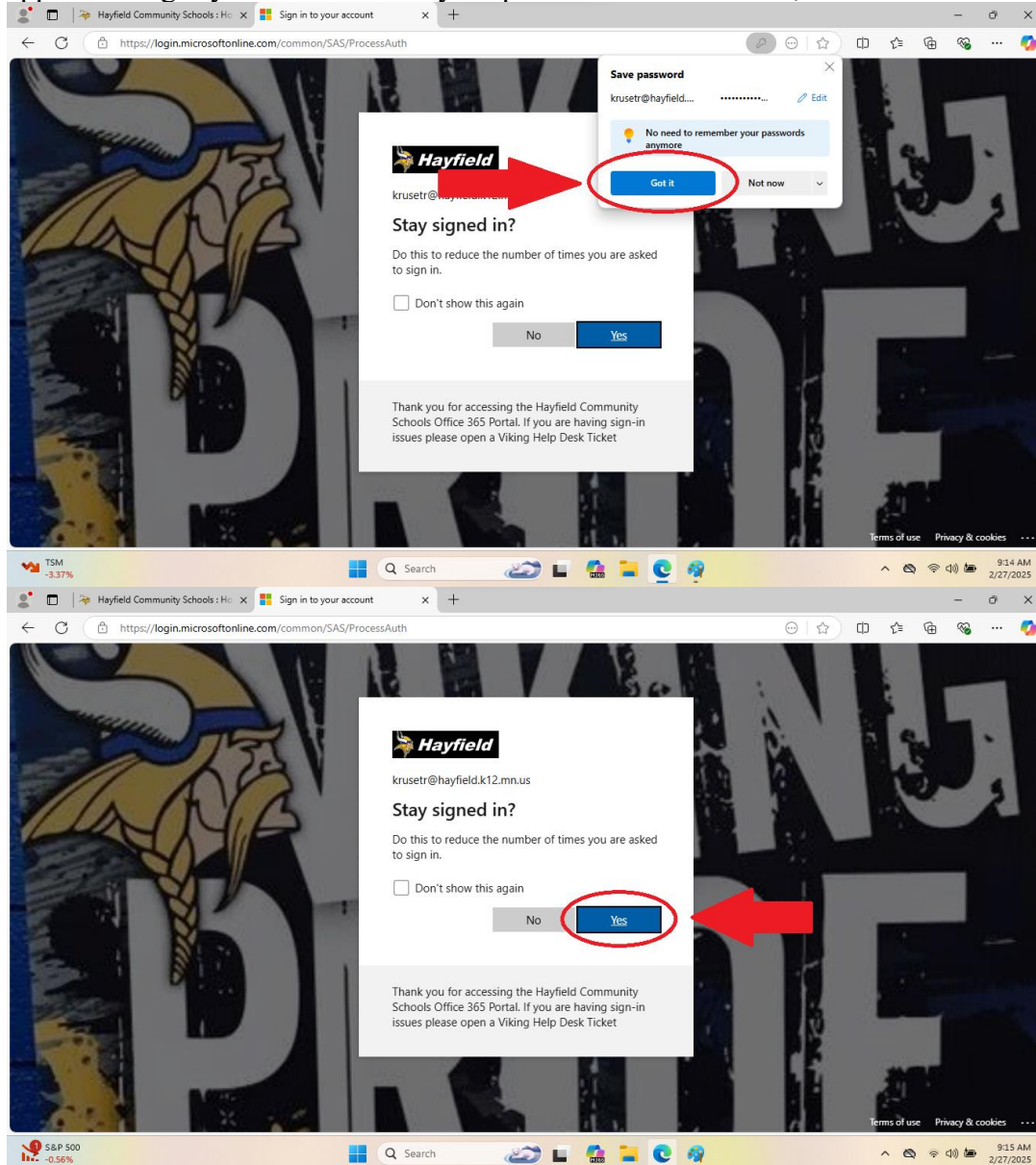
Terms of use Privacy & cookies

Temps to rise Sunday

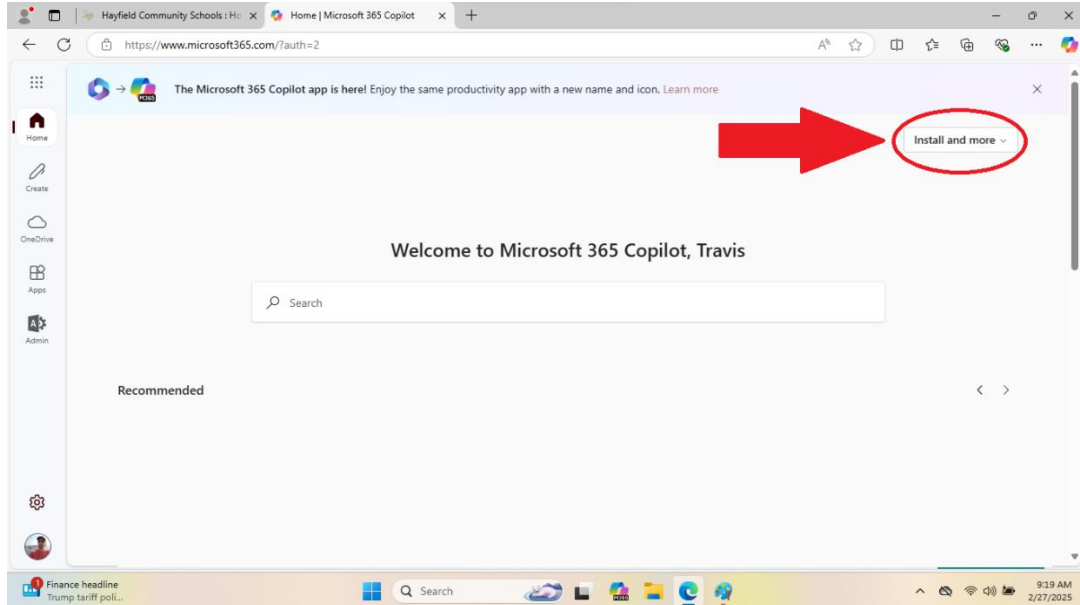
Search

9:01 AM 2/27/2025

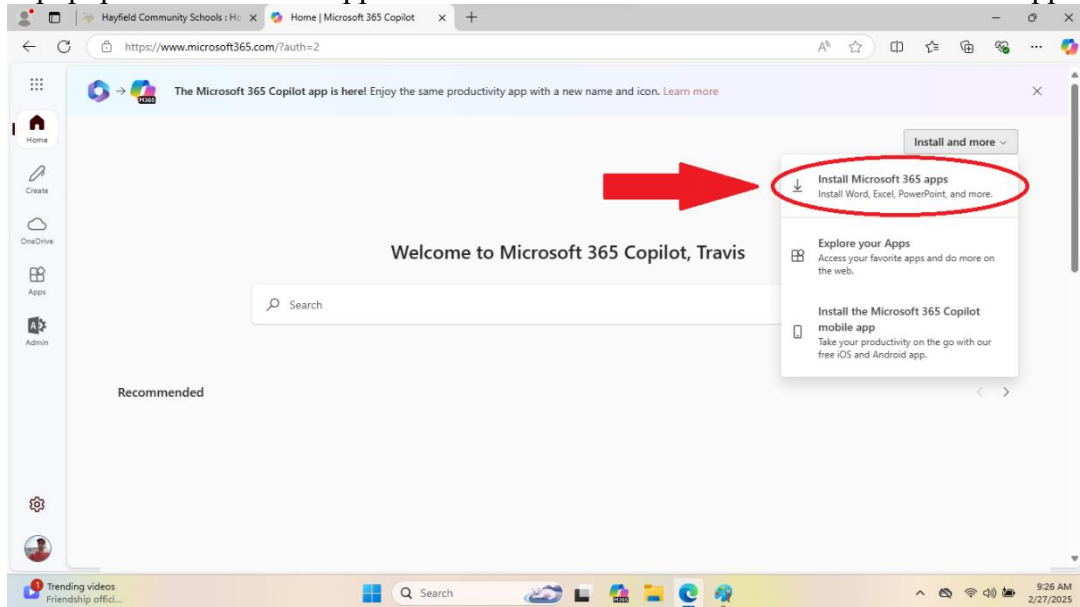
5. The next screen will ask if you'd like to stay signed in. You may also see a small window appear asking if you'd like to save your password. Click "Got it," then click "Yes."



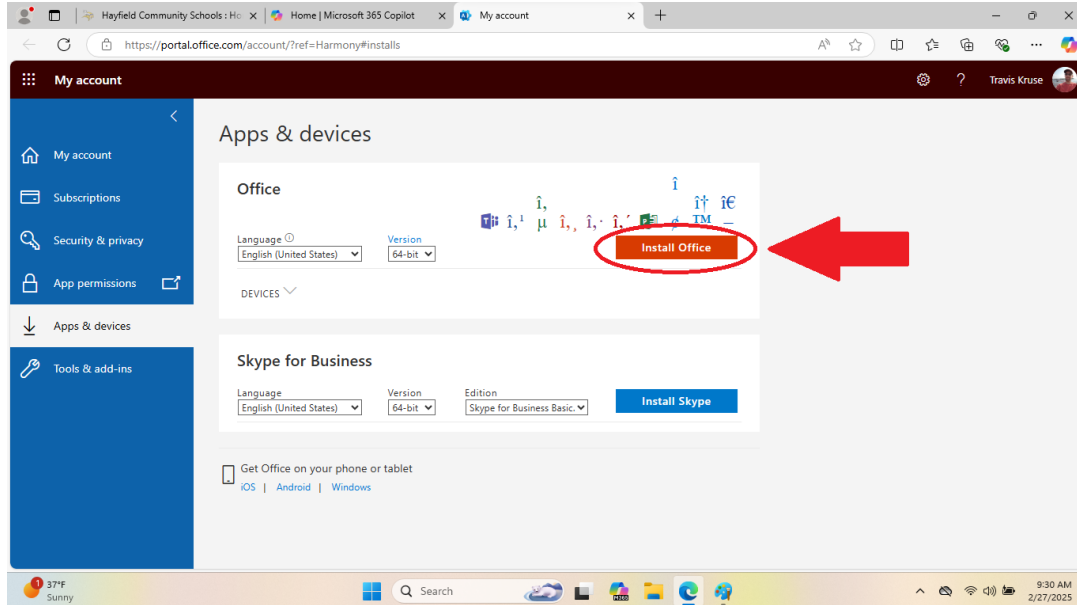
6. The next screen should welcome you to Microsoft 365 Copilot. Near the top right, you should see a button labelled “Install and more.” Click it.



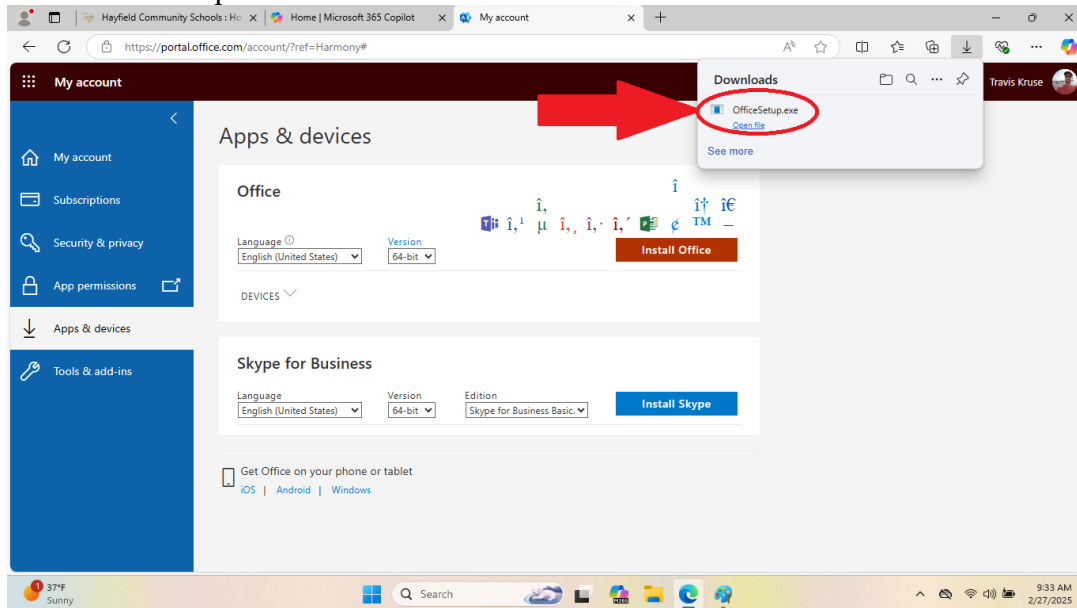
7. A popup window should appear under the button. Click “Install Microsoft 365 apps.”



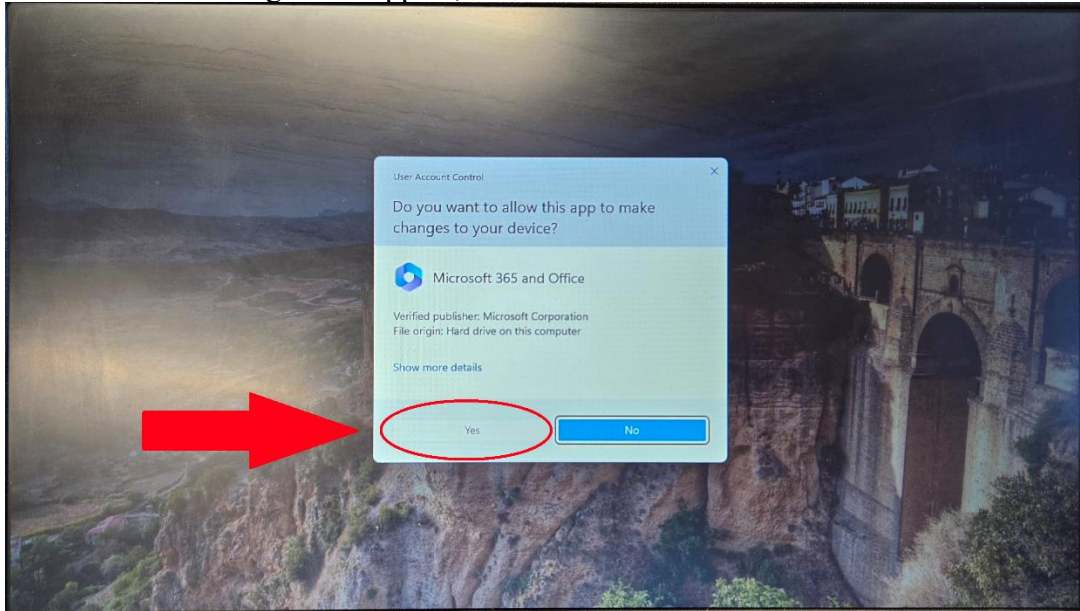
8. A new page will open labelled “Apps & devices.” Click the orange button labelled “Install Office.”



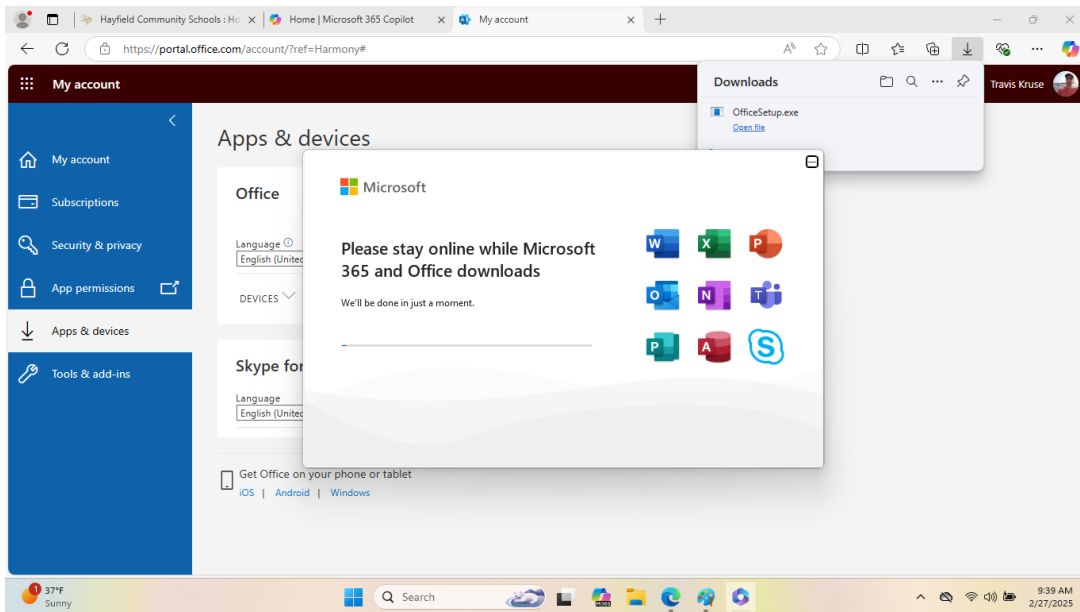
9. A small window labelled “Downloads” should appear near the top right of your screen. Inside this window, there should be a small icon labelled “OfficeSetup.exe”. Click on the text “OfficeSetup.exe”.



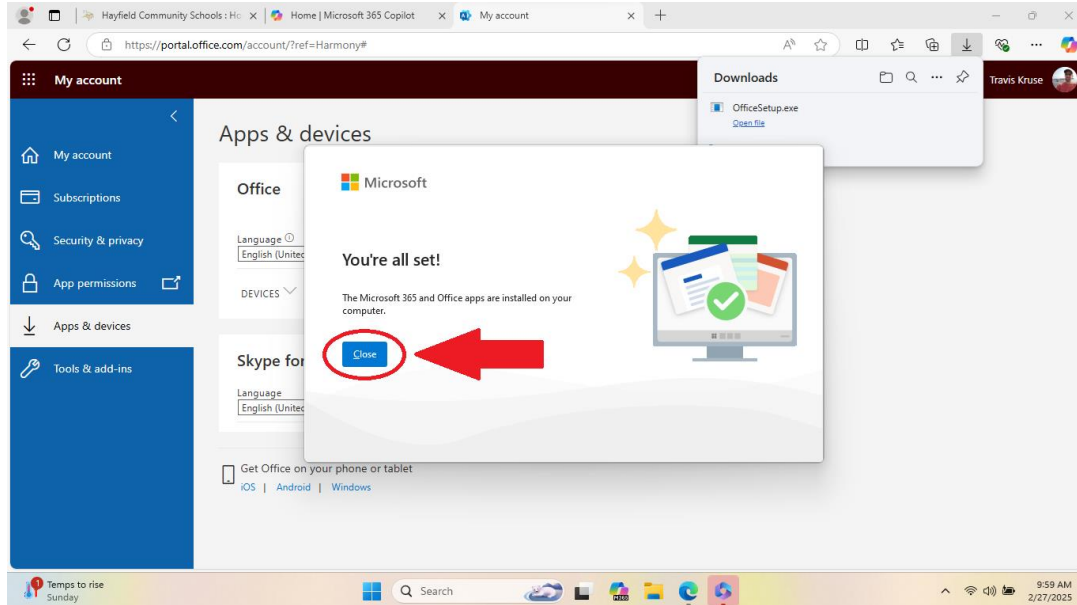
10. You may see a message asking if you want to allow this app to make changes to your device. If this message does appear, click “Yes.”



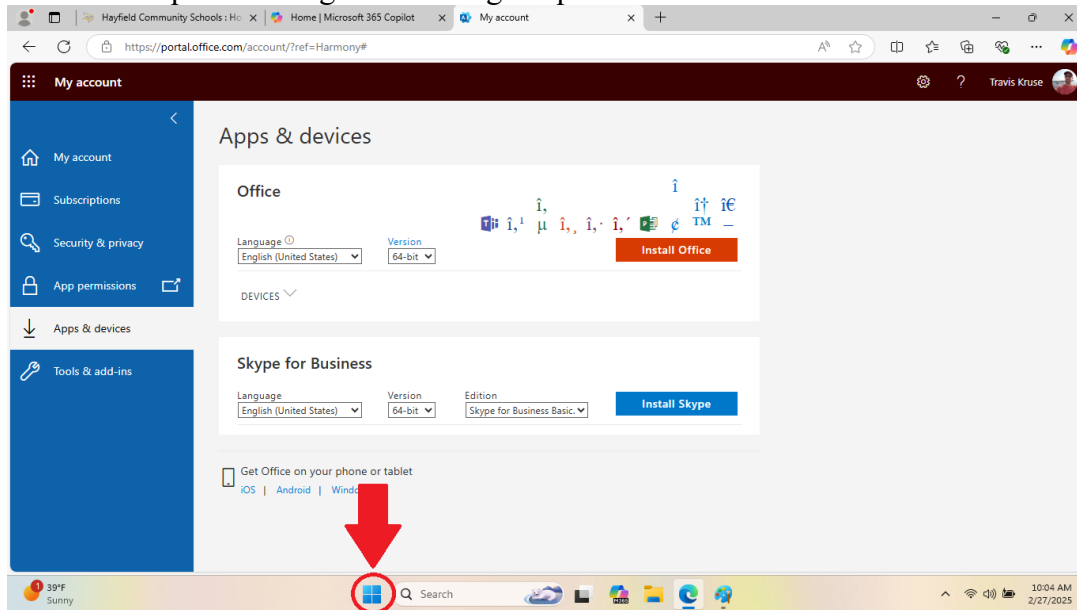
11. The Microsoft Office installation should begin. A window should appear showing the progress of the installation. The process will take several minutes. Leave your device alone while it does its work.



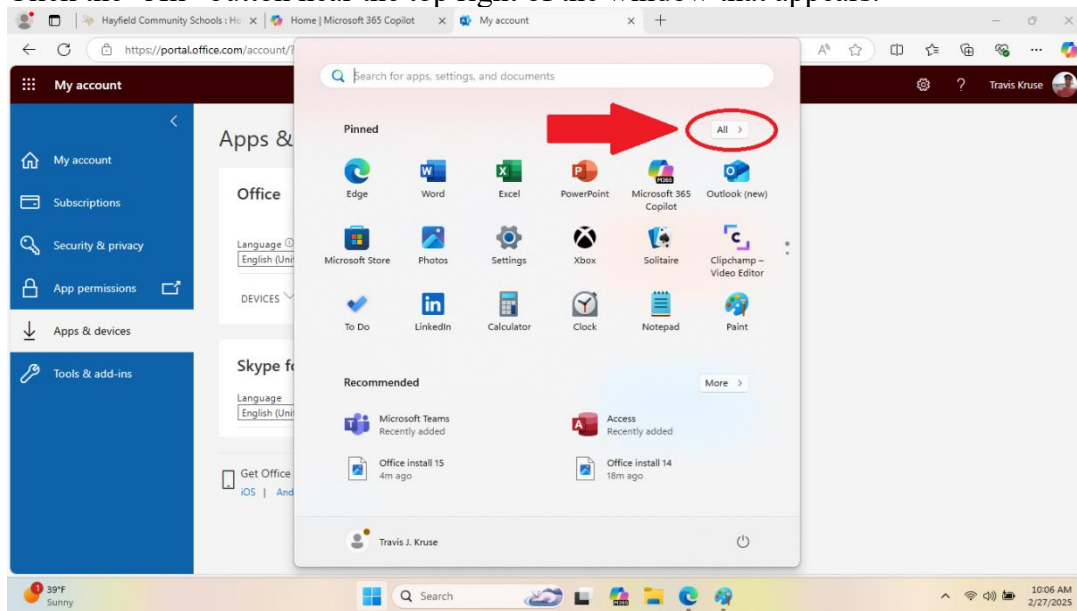
12. Once the installation is complete, the window will say “You’re all set!” Click the blue button labelled “Close.”



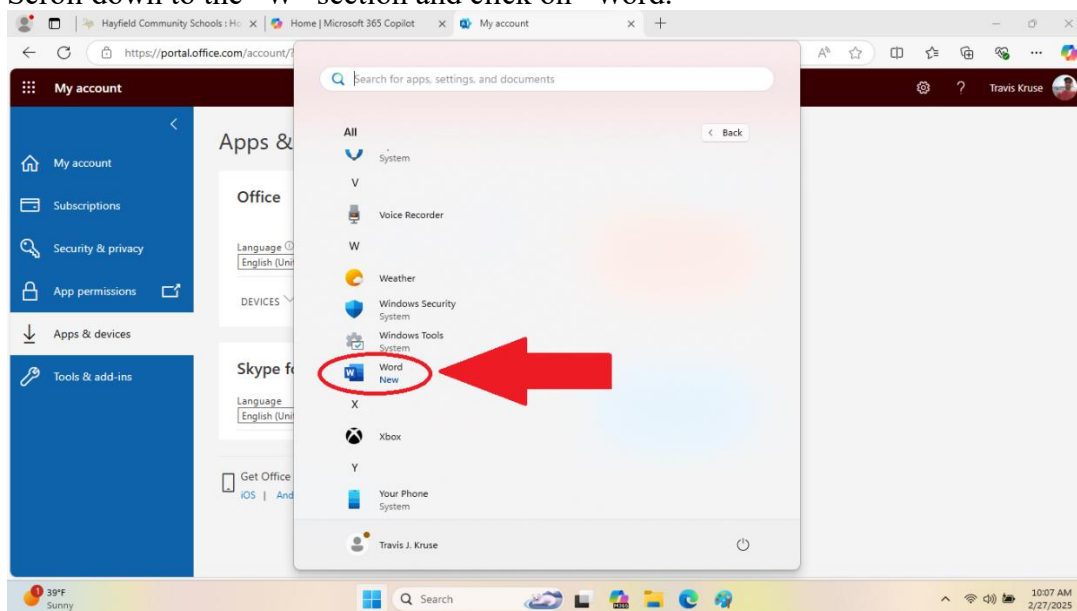
13. The Microsoft Office apps should now be installed. Next, you’re going to sign into them with your Hayfield account. Click the Start button near the bottom of the screen. It looks like 4 blue squares arranged into a larger square.



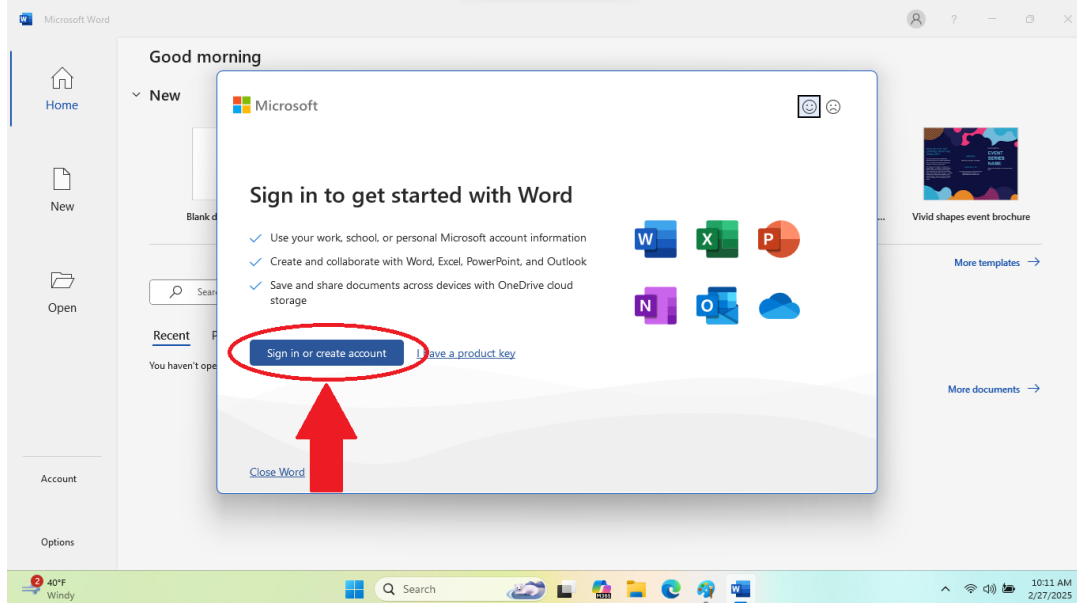
14. Click the “All” button near the top right of the window that appears.



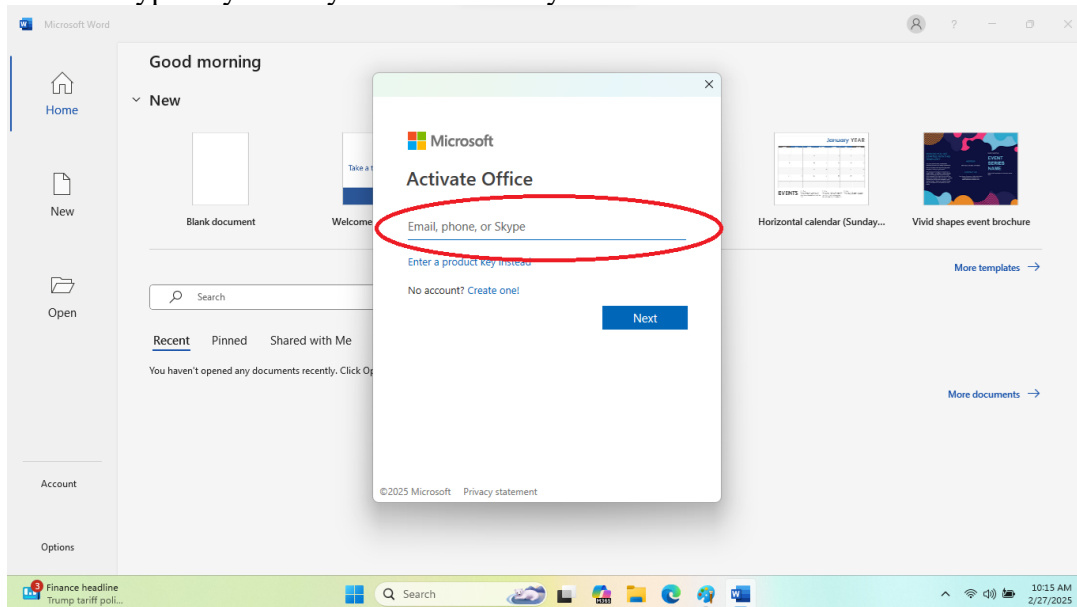
15. This should bring up a list of the apps installed on your device, arranged alphabetically. Scroll down to the “W” section and click on “Word.”

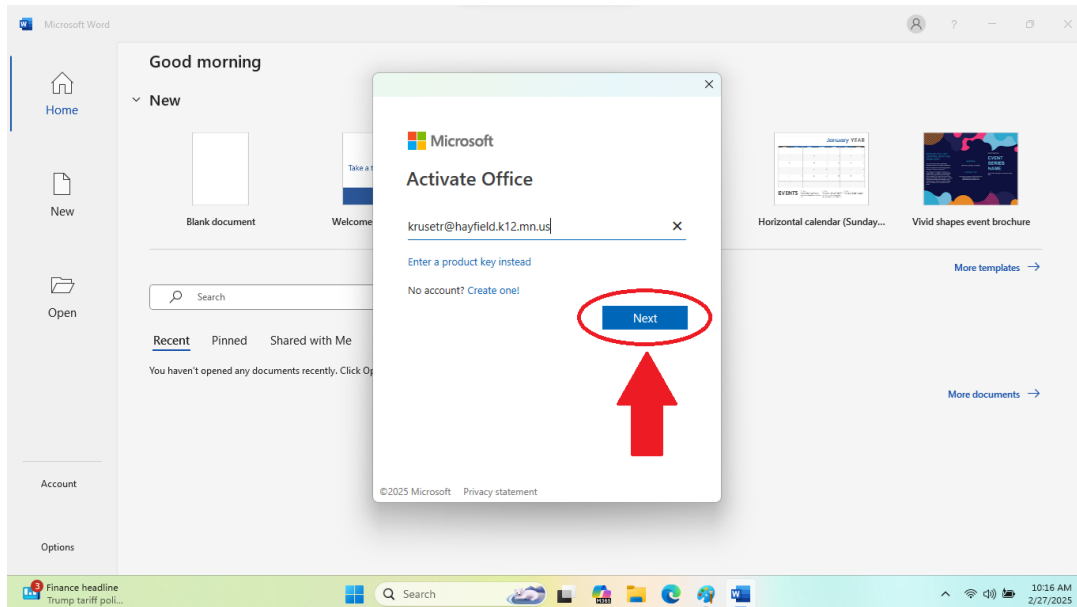


16. Microsoft Word should open. A popup window saying “Sign in to get started with Word” should also appear. Click the blue button labelled “Sign in or create account.”

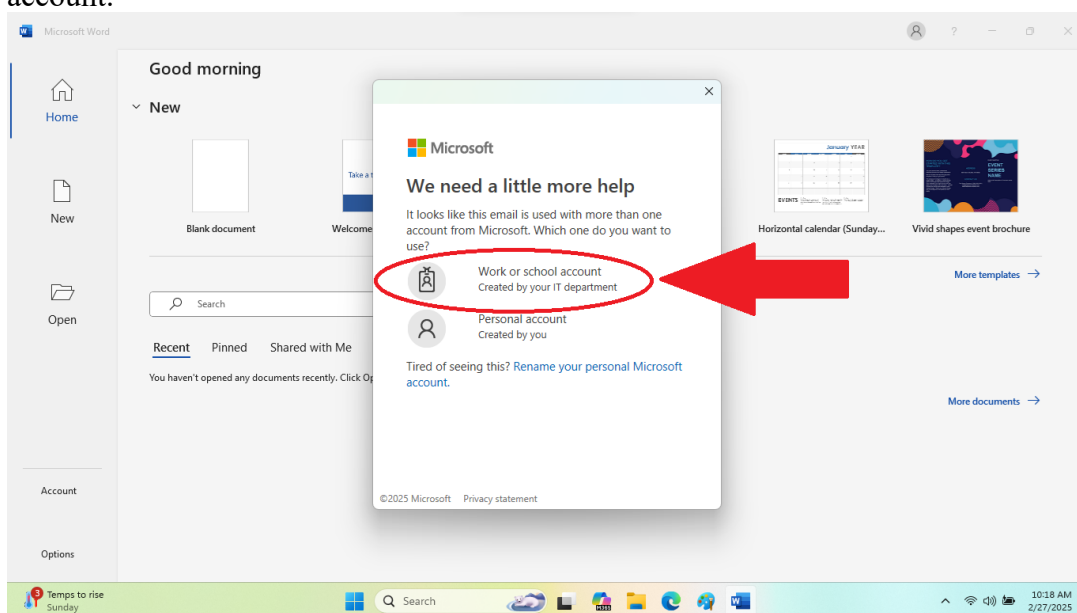


17. A window should appear saying “Activate Office” with a space to type in an email address. Type in your Hayfield Community Schools email and click “Next.”

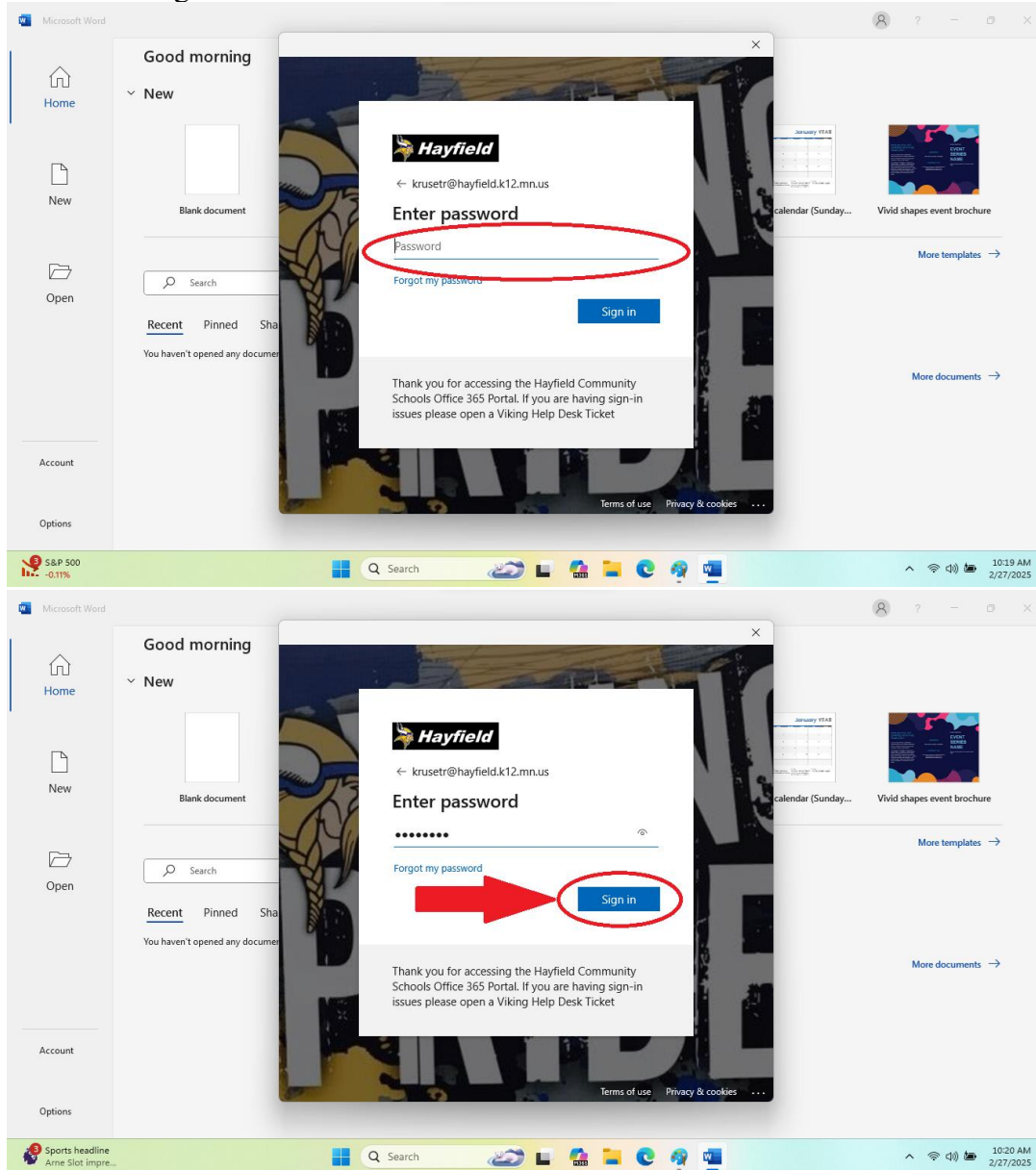




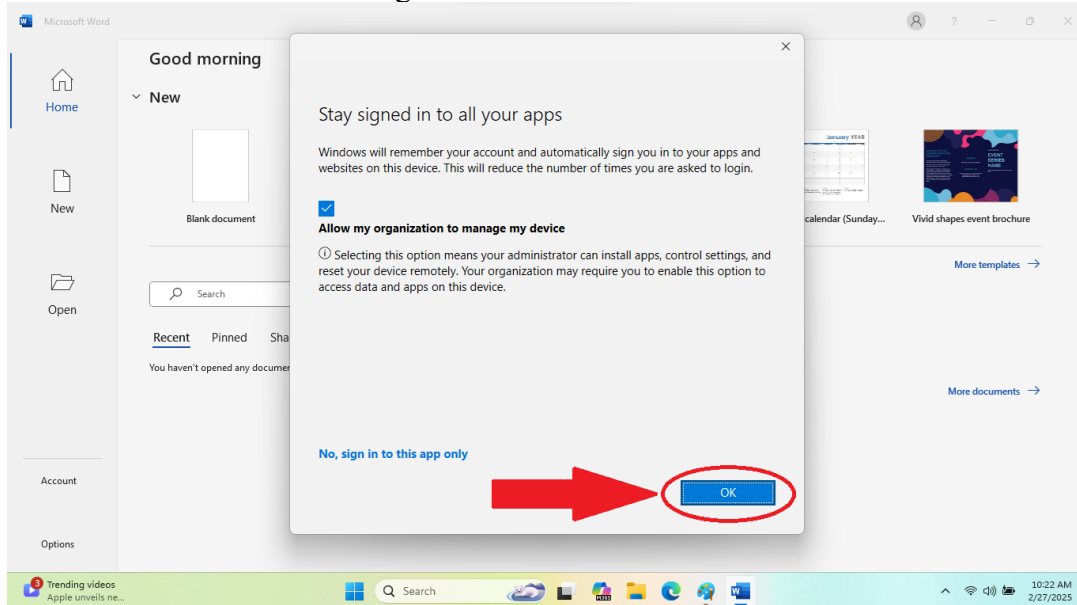
18. You may see a message asking you whether you'd like to sign into a work or school account or a personal account. If this message does appear, click "Work or school account."



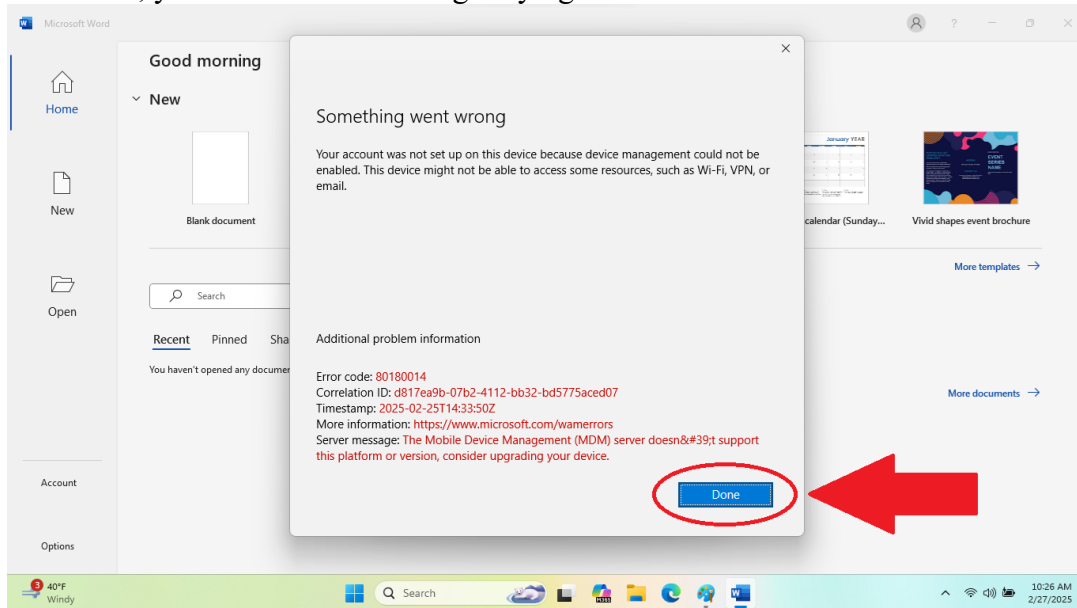
19. The next window should ask for your password. Type in your Hayfield email password, then click “Sign in.”

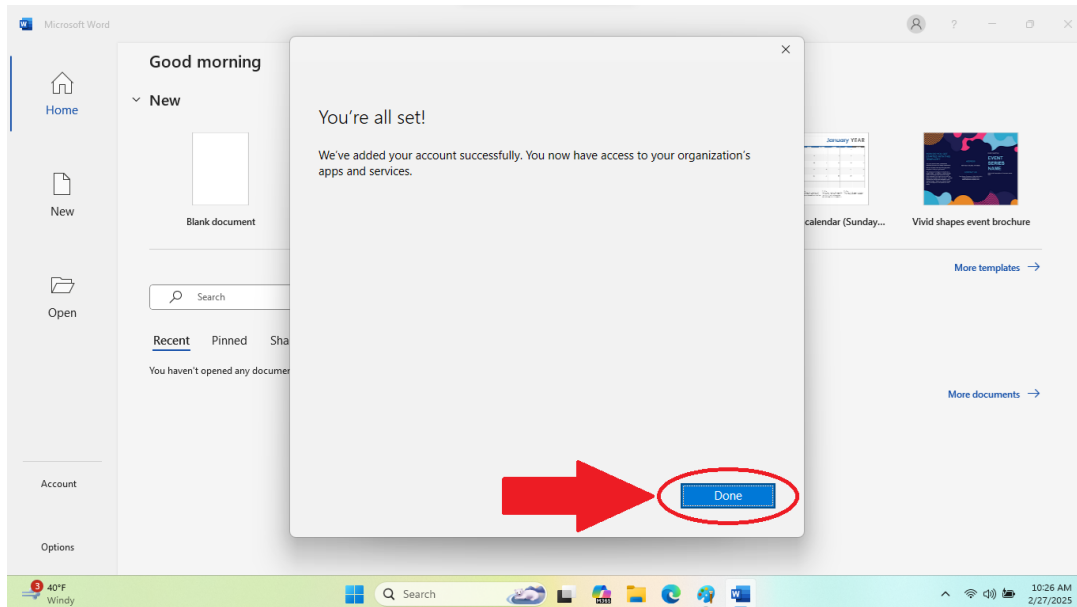


20. The next window should have the words “Stay signed in to all your apps” near the top. Click “OK” near the bottom right.

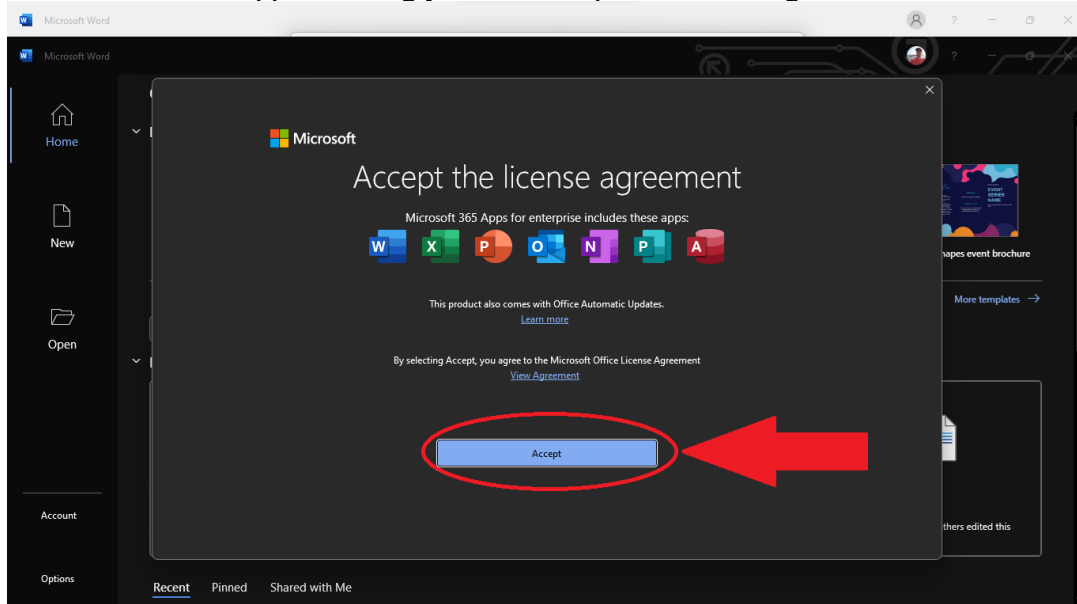


21. You may see a message saying “Something went wrong.” Don’t worry; this isn’t unusual and things haven’t actually gone wrong. If this window does appear, just click “Done.” Otherwise, you should see a message saying “You’re all set!” Click “Done.”

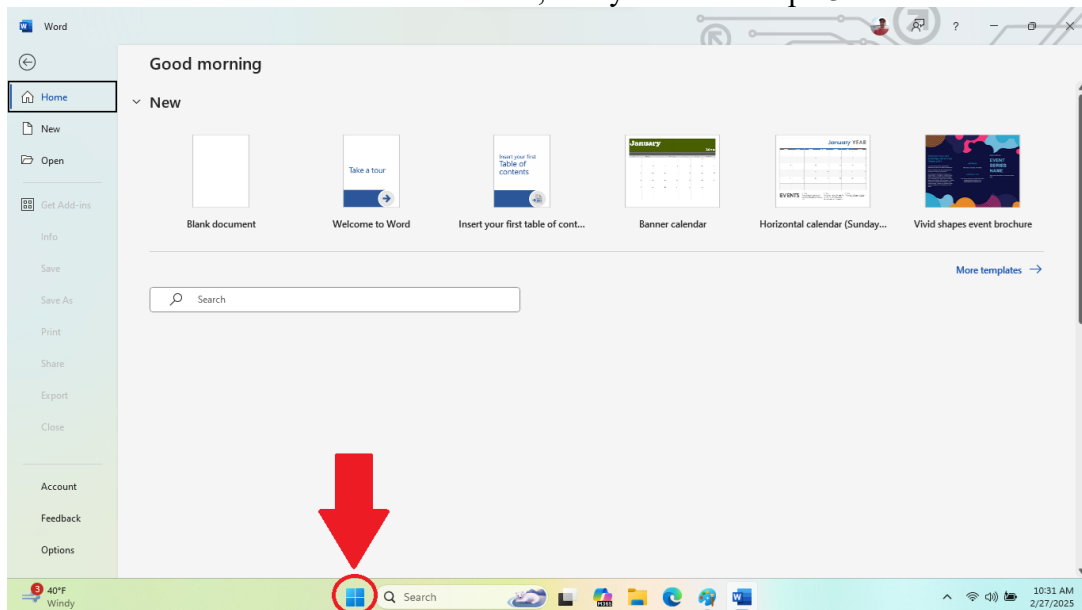




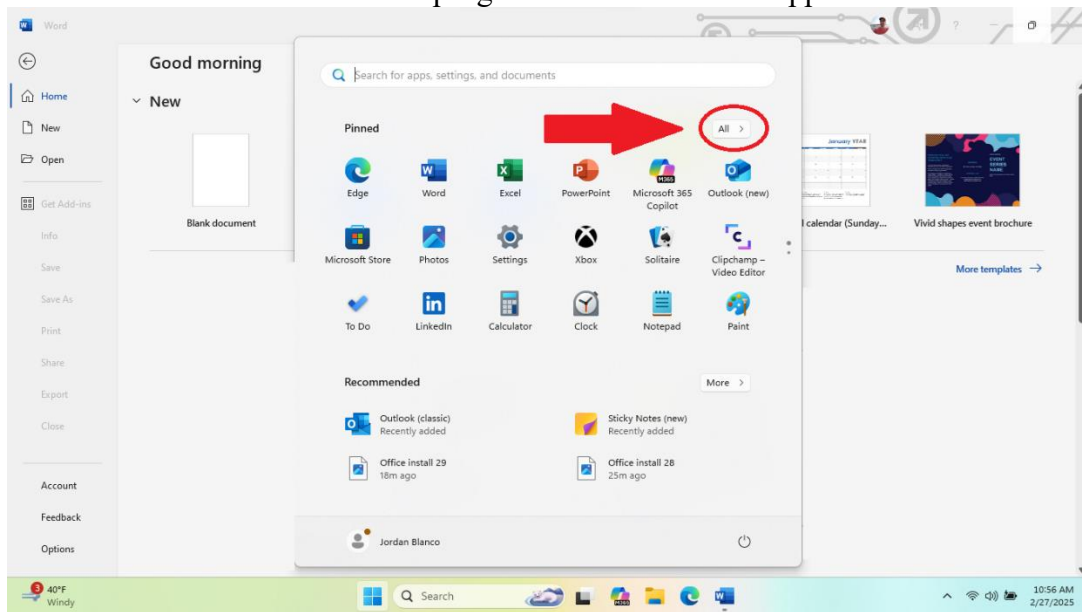
22. A window should appear asking you to “Accept the license agreement.” Click “Accept.”



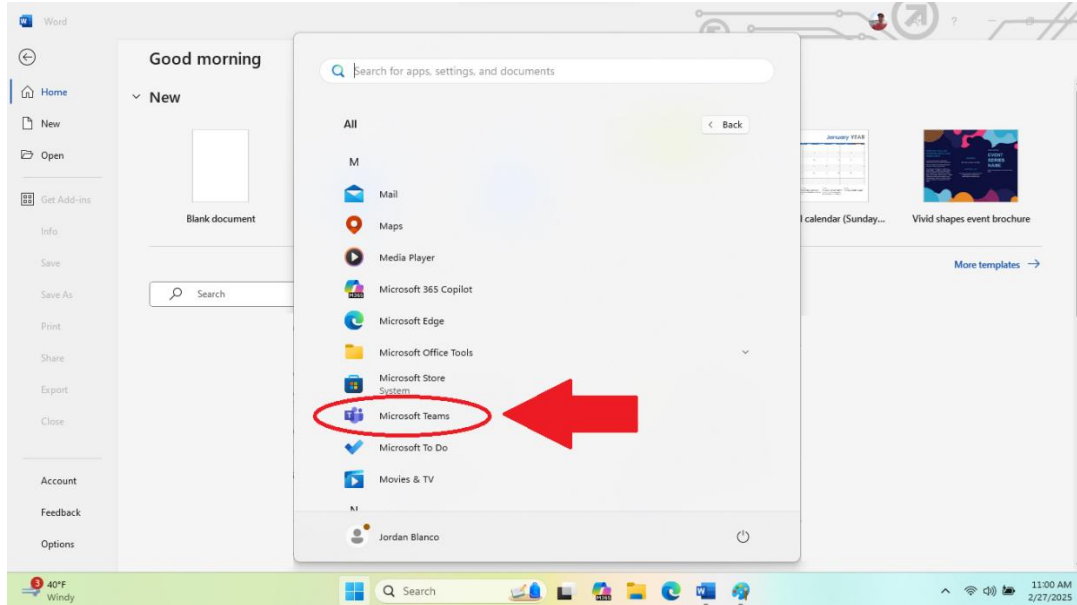
23. Microsoft Word should now be ready to use. Most of the other Office apps, like Excel and PowerPoint, should also be ready to use. By signing into one, you've signed into all the others except Microsoft Teams, which is the last thing left to do on this list. Click the Start button near the bottom of the screen, like you did in Step 13.



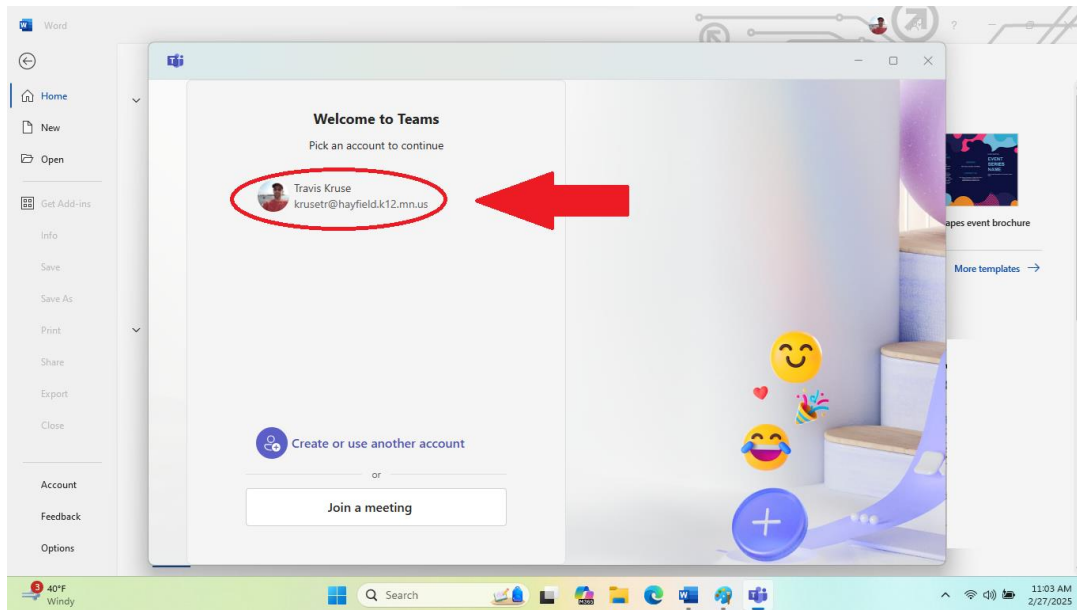
24. Click the “All” button near the top right of the window that appears.



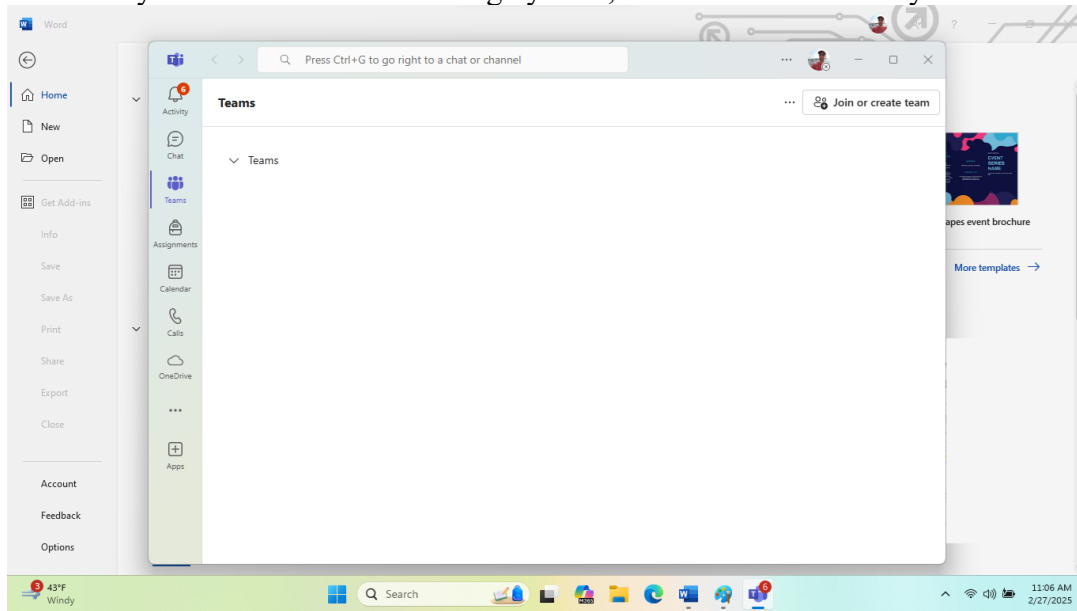
25. This should bring up a list of the apps installed on your device, arranged alphabetically. Scroll down to the “M” section and click on “Microsoft Teams.”



26. Microsoft Teams should open with a screen asking you to “Pick an account to continue.” Underneath that text, there should be an icon with your name and email address next to it. Click on it.



27. Teams may take a minute or two to sign you in, but it should eventually reach this screen:



You have finished installing and signing into the Microsoft Office apps on your device!

If you have questions or need help, please see the IT department.