
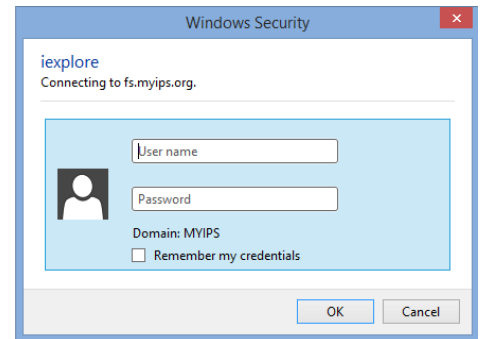


Office Installation Instructions for IPS Students

1. Using the computer you want to install Office on, go to Office365.myIPS.org and tell Office365 your IPS email address. Your IPS email address is yourstudentnumber@students.myips.org (**Contact your school if you do not know your student number.**)
2. Another login box opens so you can login to the IPS Office 365 environment.
3. In the User name field, type yourstudentnumber@students.myips.org
4. In the Password field, type your birthdate in this format: 1/1/2001
5. Click **OK**.
6. The myIPS Office 365 page opens. Click  **Install now**.
7. If you are prompted to **Run** or **Save**, select **Run**.
8. Microsoft Office will install in the background and after a few minutes you will receive notice stating **“Welcome to your new Office.”** At this screen, click **Next**.
9. Follow the prompts through the installation, selecting the options you want.
10. Upon completion of these prompts, a video will play explaining some of the features of Office. Once the video is done, it will ask you to **Sign in**.
11. At the **Sign in** prompt, enter your yourstudentnumber@students.myips.org, and click **Next**.
12. Follow the remaining prompts and, when complete, you can begin to use the Office products.



*****After creating your account on the computer, you can install on your phone.** Go to the App Store (iPhone) or Play Store (Android) on your phone and download Office 365. Open one of the apps (Word, Excel, etc.). Use the User name and Password from steps 3 and 4 above to log into your account. You can now create and edit your Office documents from your phone.***