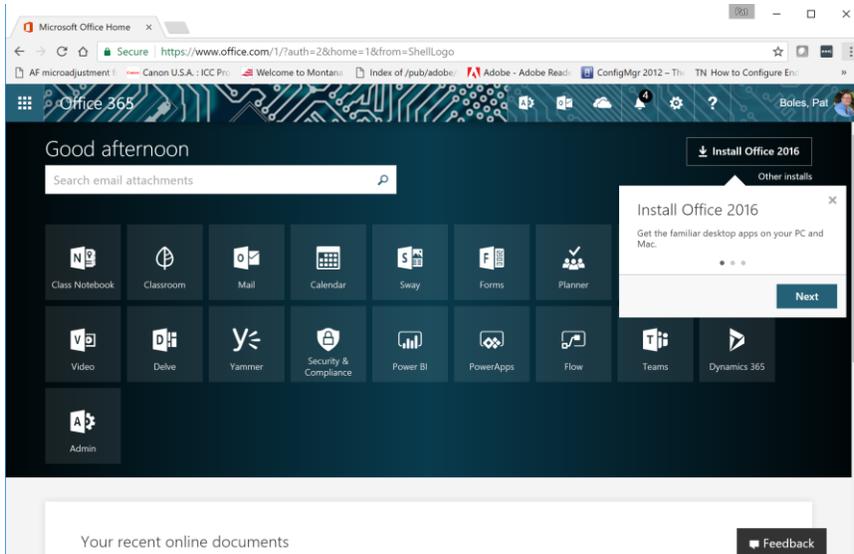




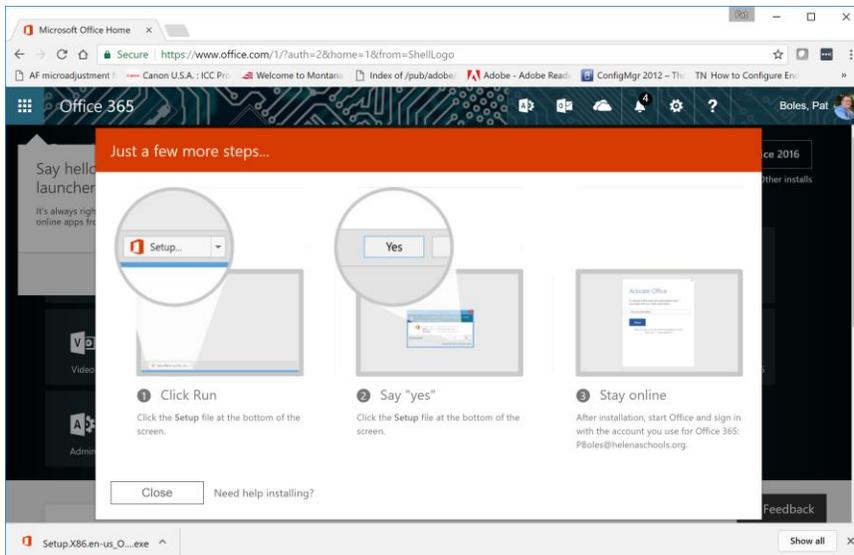
Office 365 for Faculty and Staff Personal Devices

Locating and installing **Microsoft Office 365 ProPlus** is a quick and simple process. To begin the installation, log into your Helena Public Schools email account, by logging in directly at <http://office365.helenaschools.org>. Make sure to add **@helenaschools.org** after your username. You will be redirected to a district website to log in. When prompted, ensure that the username still shows **@helenaschools.org** and use the password you use for logging on to district computers.



In the upper right hand corner, click on the Install Office 2016. By clicking on the button, your device will automatically download the appropriate version, no matter if it is an Apple Macintosh or Windows PC.

Once you click on the Install Office 2016 button, you will be provided with the following screen.



Follow the instructions provided on the screen.

Frequently Asked Questions

1. What Office products am I able to download?

Microsoft Office 365 ProPlus offers Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Lync, and InfoPath to PC users. Mac users have access to Word, Excel, PowerPoint, and Outlook.

2. What is my Helena Public Schools email?

Your issued email address is your username followed by **@helenaschools.org**.

3. What are my login credentials for my Outlook email?

Login information is:

Username: district provided username followed by **@helenaschools.org**

Password: The same password used to access the computers and network at your work location

4. If I already have Microsoft Office 365 on my computer, do I need to download Office 365 ProPlus?

If you already have Office 365 installed on your computer, you can choose to cancel your subscription and install Microsoft Office 365 ProPlus.

Please note: You will need to uninstall the previous version of Microsoft Office 365 from your computer before installing Office 365 ProPlus.

5. How many computers can I download Office 365 on?

You are able to install Office 365 ProPlus on up to a total of 5 computers.

6. Is this a limited version of Office? Are there restrictions?

Microsoft Office 365 ProPlus is a fully functional software package.

7. If I have an older version of Microsoft Office on my computer, can I still download and install Office 365 ProPlus?

Yes! You can have multiple versions of Microsoft Office installed on your computer. We suggest not uninstalling your previous version of Office unless you have your product key available to reinstall it at a later date.

8. How long can I use Microsoft Office 365 ProPlus?

Microsoft Office 365 ProPlus is available for all active Helena Public Schools faculty, staff, and students.

9. What happens to my Office 365 when I am no longer an employee of the district?

Microsoft Office 365 ProPlus is only available to active faculty and staff. Once you are no longer an employee, the software will no longer function.

10. If I upgrade to Office 365, what happens when I am not an employee, will I be able to downgrade back to my old version?

Yes, you can choose to subscribe to Office 365 or choose to reinstall older version of Office.

Please note: You will need the product key when you purchased Office in order to install your older version of Office.

11. Do I need to uninstall my old Microsoft Office before downloading?

You can have multiple versions of Microsoft Office installed on your computer. We suggest not uninstalling your previous version of Office unless you have your product key available to reinstall it at a later date.

12. Can I download Office Mobile for Office 365 on my Apple iPhone or Android phone?

Yes, Office Mobile for Office 365 is included in the phone & tablet section under Office 365 Settings and then Software.

13. What happens to all of my documents once Office 365 ProPlus is no longer active?

All documents saved to OneDrive via their Helena Public Schools email address, will be lost once you are no longer an active employee in the district. It is recommended that you back up your documents to a personal drive before leaving the district.

14. I have just started with the district. When will I be able to download Office 365?

Faculty and staff can download Microsoft Office 365 ProPlus once they have access to their Helena Public Schools email, usually within a day or so of starting with the district.

15. I have an Apple computer, is there a Mac version I can download?

Microsoft currently offers Office 2016 for Macs. Mac users who do not already have 2016 installed on their computer can download this version from their Helena Public Schools Office portal.

16. Am I still able to use Microsoft OneDrive?

Yes, OneDrive is still available to anyone with a Helena Public Schools account.

17. I have a Windows RT tablet, can I still download it?

Yes, you can download Microsoft Office 365 ProPlus specific to your device by visiting the phone & tablet section of your Helena Public Schools Office portal