I am pleased to announce that the Toutle Lake School District has obtained licensing from Microsoft that will allow Students and Staff to download and install the full Microsoft Office Suite of products (Word, Excel, PowerPoint, etc.) at home on computers that get used for student's schoolwork or for staff's work. Below are instructions on how to obtain the software. The screenshots are showing a PC installation but a Mac is similar (OSX 10.12 or higher) Please note that it is a prerequisite that students will have to have signed into one of the computers in the west lab, east lab, or high school library. For staff, if your computer has been transitioned over to the server then you are good to go. If not, it will work once we get your computer moved over. In the interim you can come see Ira in the tech office to get your password established.
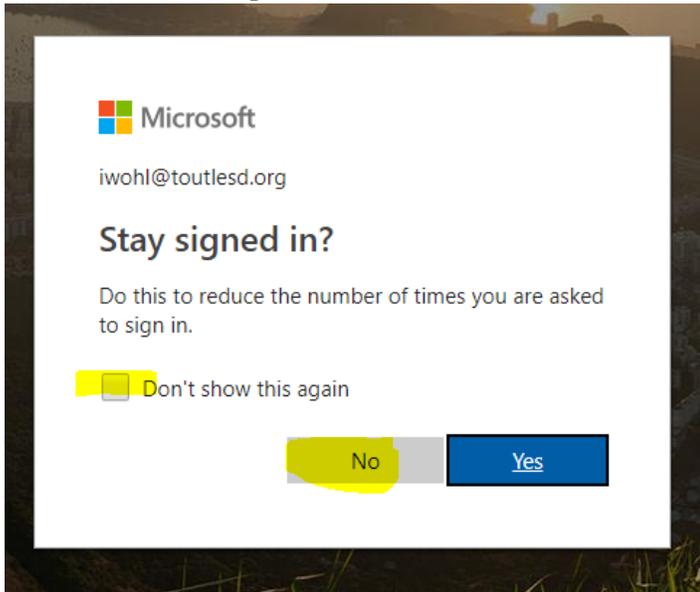
1. Browse to https://login.microsoftonline.com and enter your Toutle email address. Click next.
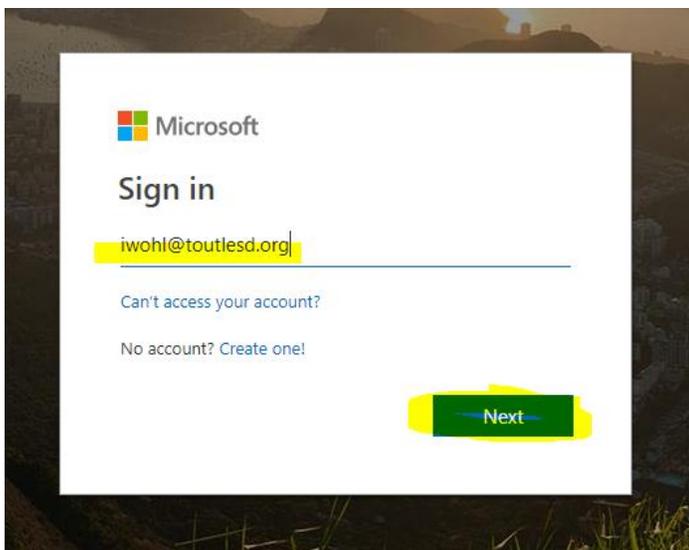
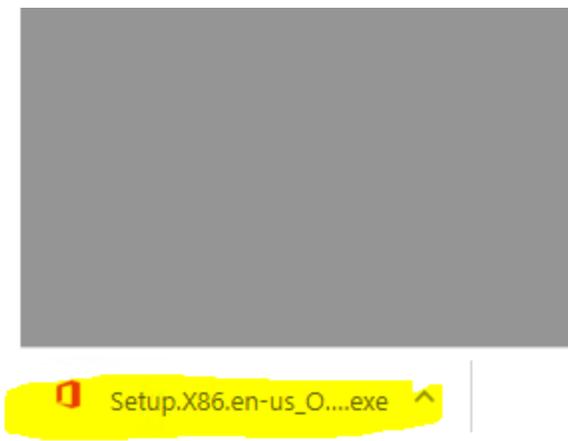2. Enter your password (same as google). Click sign in.
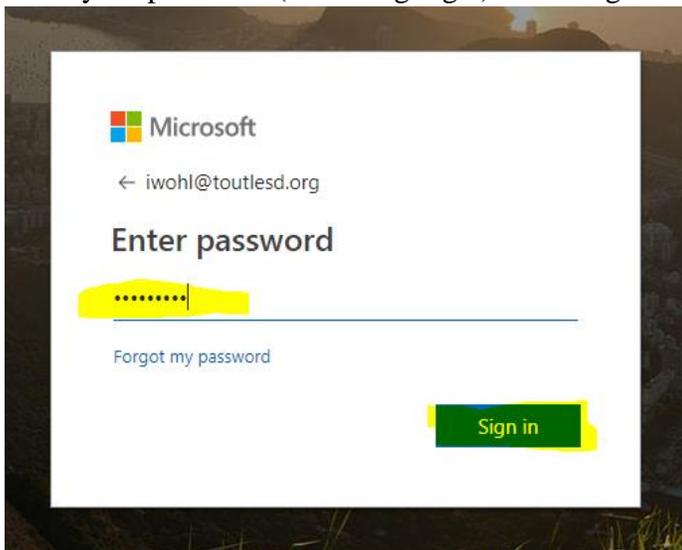
3. On the next screen it asks if you want to stay signed in. I recommend saying no unless it is not a shared computer.
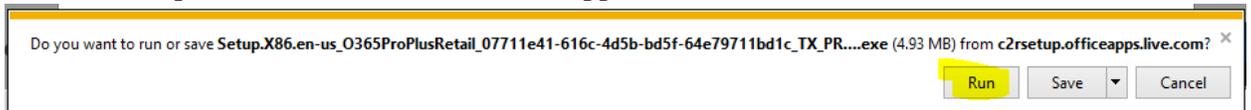

4. On the top right section of your screen is the install office apps button. Click it, then click on Office 2016. This will initiate a download of the install file.
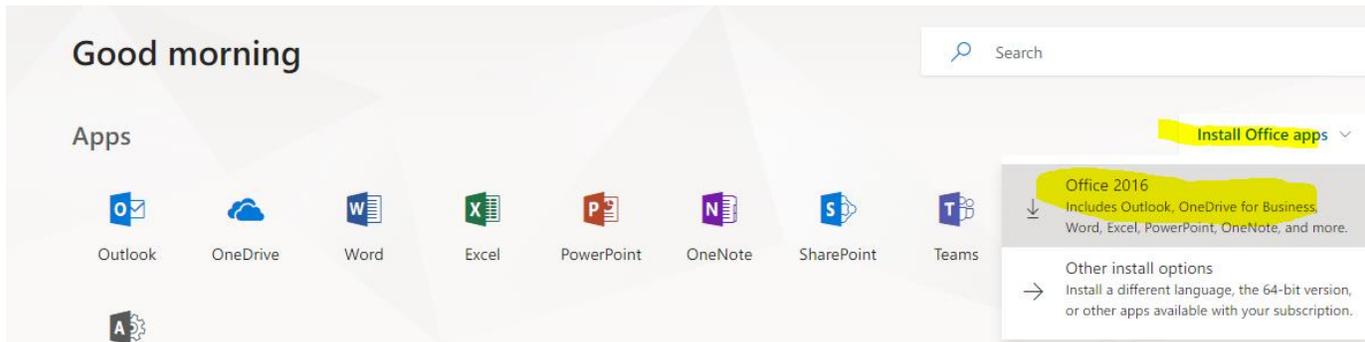

5. In chrome you can click on the download at the bottom left of the screen to initiate the install of office.

In internet explorer click run on the bar that appears at the bottom of the browser.

Do you want to run or save **Setup.X86.en-us_O365ProPlusRetail_07711e41-616c-4d5b-bd5f-64e79711bd1c_TX_PR....exe** (4.93 MB) from **c2rsetup.officeapps.live.com**?   ✕

　　　　　　　　　　　　　　　　　　　　　　　　　　　　Run　　Save　▼　　Cancel

6. You will get the following window (which may be in the background) that shows you the progress of the installation. Once complete you can start using your office products. It may want you to enter your login name and password the first time that you run the program. Use the same login that you used to login to login.microsoftonline.com.
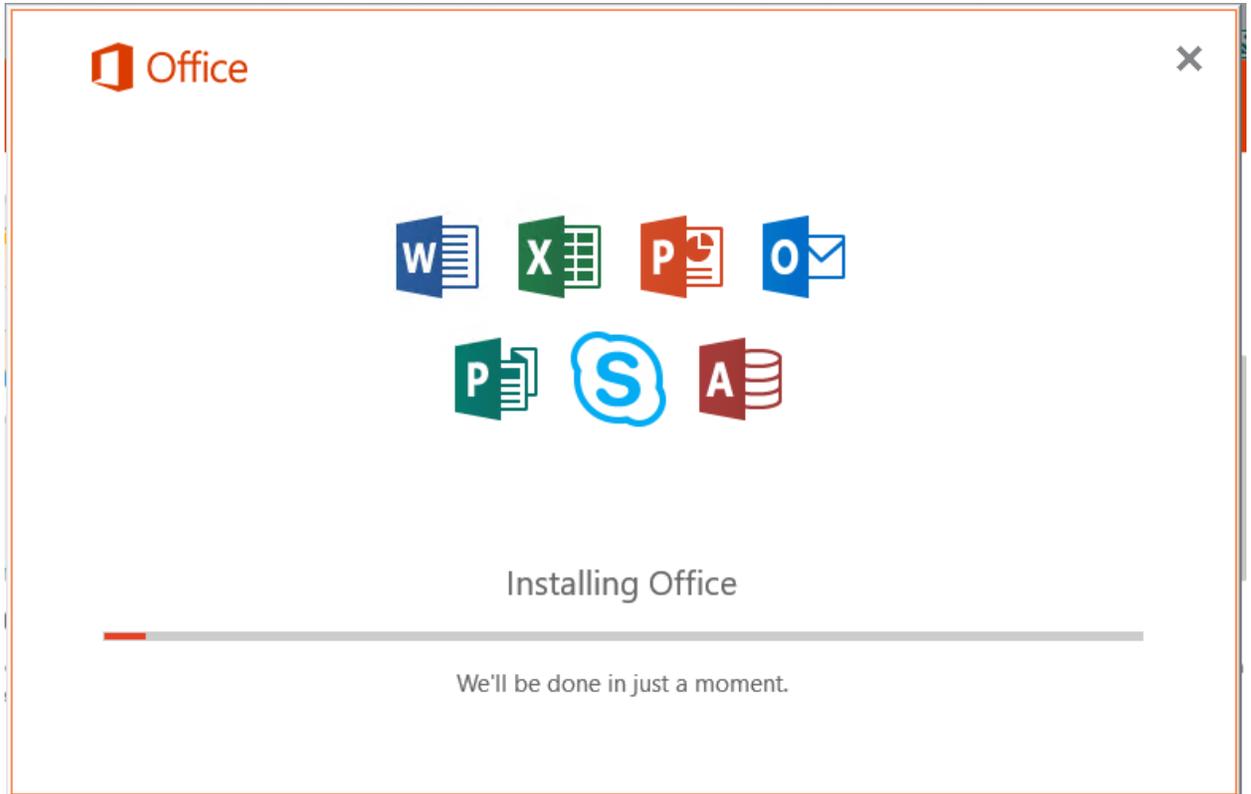
Thank you,

Ira Wohl, Toutle Lake Technology Coordinator