State of South Dakota K-12 Data Center DSU

Frequently Asked Questions - FAQ 1174

Category: General / Misc

FAQ 1174

Question:

How do I log in to Office 365?

Answer:

1. Go to http://login.microsoftonline.com

2. Enter your full K-12 email address, and leave the password section blank.

3. Click **Sign In.**

Sign in with your organizational account

someone@example.com

Password

☐ Keep me signed in

Sign in

This is your computer login followed by k12.sd.us

Ex. BL1234 is your computer username
BL1234@K12.sd.us will be your email address

4. On the K-12 Data Center Single Sign-On page, enter either your full email address or **K12SD1**username (e.g. K12SD1\ab123), and then enter your password.

K-12 Data Center SSO

K-12 Data Center

Sign in with your email address or K12SD1\username.

BL1234@k12.sd.us

Password

This is your computer password

Sign in

5. Click the **Sign In** button.

Note: The first time you log in to Office 365, the system will take a few minutes to set up your Office 365 tools. Please allow several minutes before trying to access your Newsfeed, OneDrive, or Sites.

Frequently Asked Questions - FAQ 1240

Category: General / Misc

FAQ 1240

Question:

I am a student. How do I access Office Professional Plus?

Answer:

If your district participates in EES licensing and has enabled Office Professional Plus, students can download Office on up to five home computers by using the following steps:
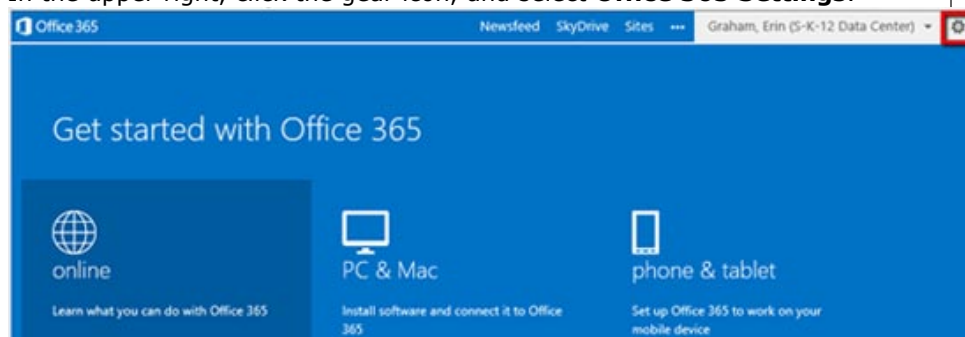
Note: In order for Office Professional Plus to maintain full functionality, the computer on which it is installed must be able to connect to the internet every 30 days to confirm license compliance.

If a computer goes more than 30 days without internet access, Office Professional Plus will go into reduced functionality mode (can open Office documents but can't modify or edit them) until it can access the internet and confirm license compliance.
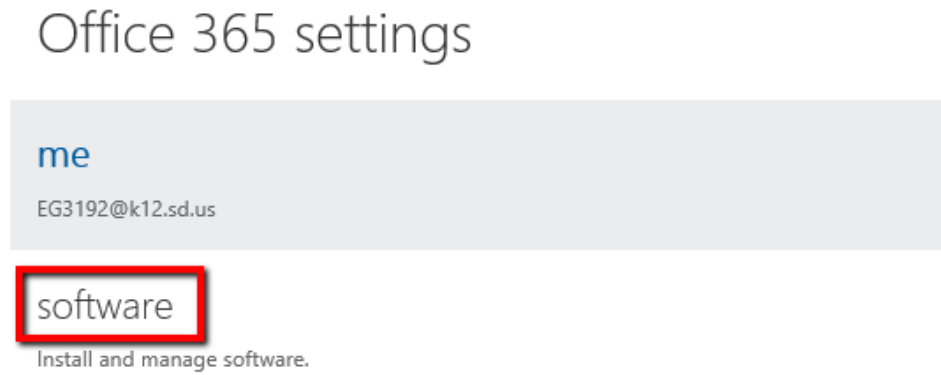
If a student no longer has a K-12 account, graduates, or transfers to a school that isn't participating in EES, their Office Professional Plus software will go into reduced functionality mode.

To install Office Professional Plus

1. Log in to Office 365 using the steps in FAQ 1174.

2. The look of your Office 365 account will vary depending on what tools have been provisioned to you.
   - If Office 365 opens to the software screen, proceed to step 3.

   - If Office 365 opens to the following screen:
     1. In the upper right, click the gear icon, and select **Office 365 Settings**.
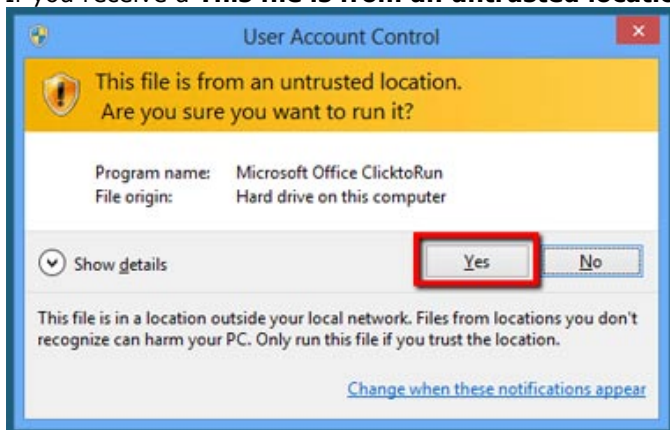
2. Click **Software**.

Office 365 settings

me

EG3192@k12.sd.us

software

Install and manage software.

3. On the software screen, click the **Install** button.

Office

Install the latest version of Office

This will install the latest version of the following programs on your computer: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Lync, InfoPath.

Word   Excel   PowerPoint   OneNote   Access   Publisher   Outlook   Lync   InfoPath

Language: Version:

English (United States)   32-bit (recommended) advanced

Note: Installing additional languages on a computer that already has this version of Office doesn't count against your install limit (5).

Review system requirements

install

4. If prompted to run or save, click **Run**.

Do you want to run or save **Setup.X86.en-us_O365ProPlusRetail_f9631aba-0e47-4078-9f27-3f1ea4cbf408_TX_PR_.exe** (558 KB) from c2rsetup.officeapps.live.com?   Run   Save   ▼   Cancel

5. If you receive a **This file is from an untrusted location** prompt, click **Yes**.

User Account Control

**This file is from an untrusted location.
Are you sure you want to run it?**

Program name: Microsoft Office ClicktoRun
File origin: Hard drive on this computer

Show details   Yes   No

This file is in a location outside your local network. Files from locations you don't recognize can harm your PC. Only run this file if you trust the location.

Change when these notifications appear

6. On the welcome screen. Click **Next**.
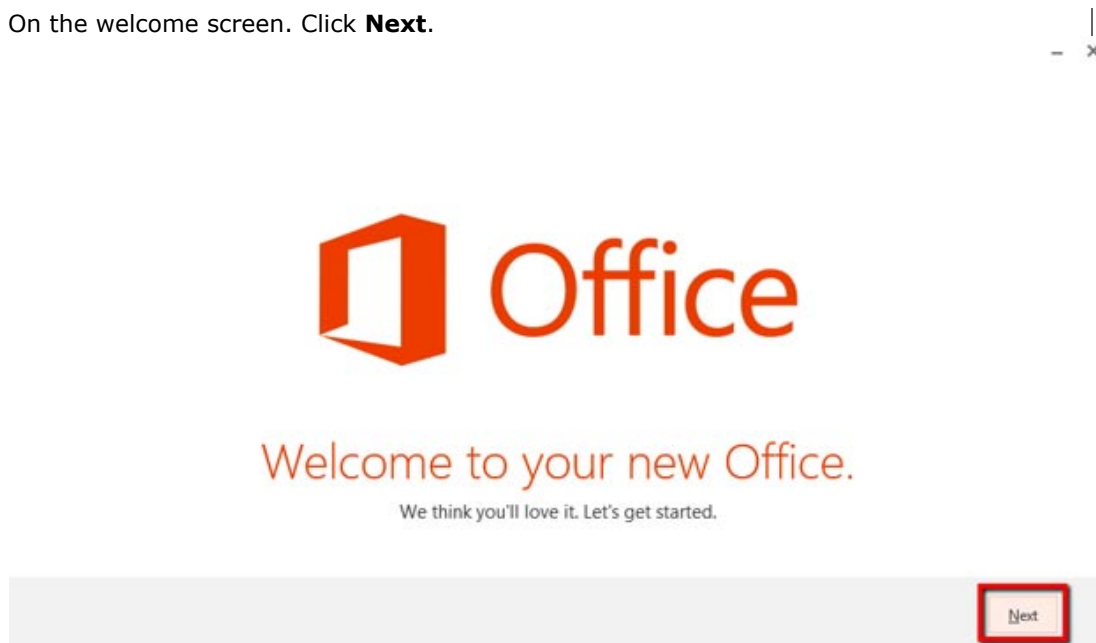
7. Select either **Send us information to help improve Office** or **No thanks**. To accept the Microsoft Office License Agreement, click **Accept**.
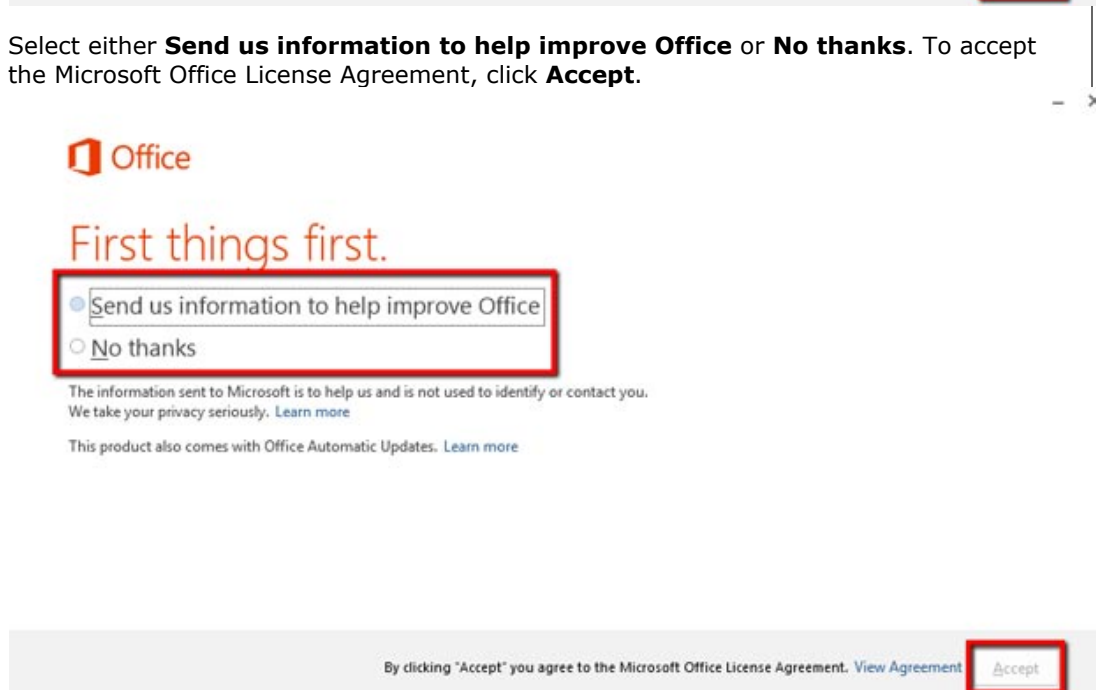
8. On the Meet OneDrive page, click **Next**.

9. Select your desired look for Office, and click **Next**.

10. To walk through an Office tutorial, click **Take a look**. Otherwise, click **No, thanks**.

We're getting things ready.

Office has lots of great new stuff, and we'd love to show you around while we wrap things up. Here's a quick introduction on what's new.

Take a look

No, thanks

11. After Office loads, click **All done!**.

Office

You're good to go.

We're all done, and you can now go offline if you need to. Enjoy!

All done!

12. Your Office software is now installed and ready to use.