

MOUNT SINAI UNION FREE SCHOOL DISTRICT
118 North Country Road
Mount Sinai, New York 11766



How to Download Microsoft Office 365

<http://www.office.com>

With a Mount Sinai issued Microsoft Office 365 account, you can download the Microsoft Office software, for free, on up to five computers.

** Please note that the download will not work if you already have Office 2013 or 2016 installed on your computer.*

LOGIN INFORMATION

1. To sign in to Microsoft Office 365, go to: <http://www.office.com> or
Go to the District website and click the Microsoft Office 365 link listed under the 'Students' menu.

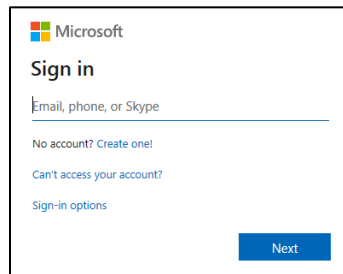
2. Sign in with the following:

Username: *Current Mt. Sinai computer username followed by @mtsinai.k12.ny.us*

For example, John Doe's username would be jodoe@mtsinai.k12.ny.us.

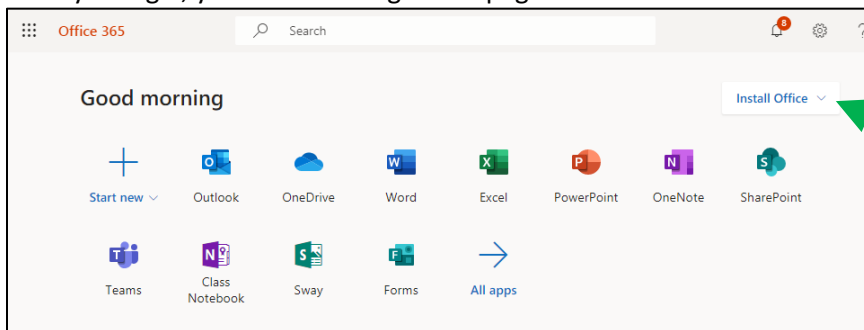
Password: *Current Mt. Sinai computer password*

This is the same password you use when logging in to our school computers.



DOWNLOAD SOFTWARE

Once you login, you will be brought to a page that looks similar to this:



Click **Install Office**

Choose **Office 365 Apps**

The installation process will begin.

Follow the directions that appear on the computer screen until installation is complete.

[Click here to access troubleshooting tips.](#)