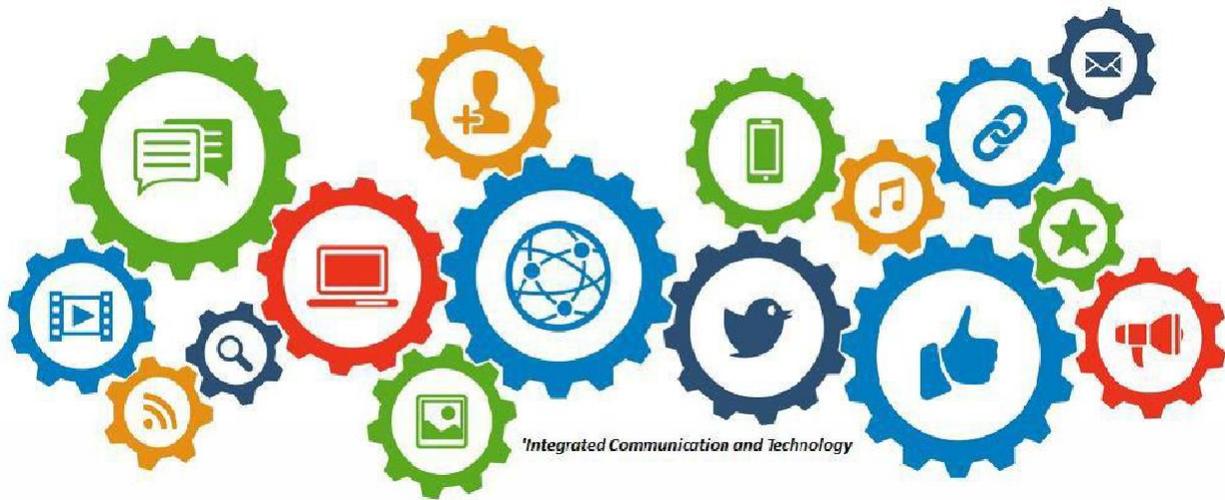


ICTE Best Practices

Engage today, Inspire tomorrow



ICTE Paper-Less Classroom

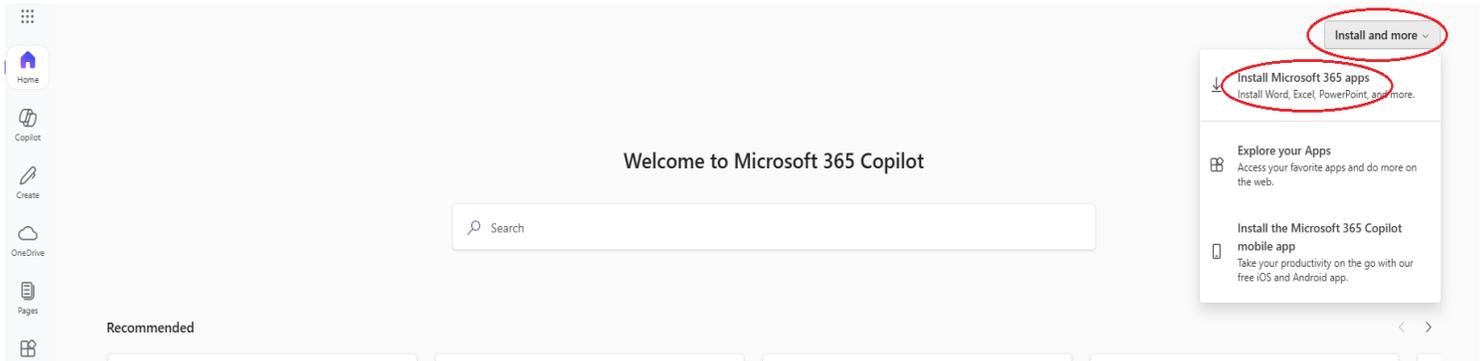
'Learning with technology is found not in the tools themselves...but the instructional methods employed with the tools.'

MS 365 Copilot Suite Download to computers

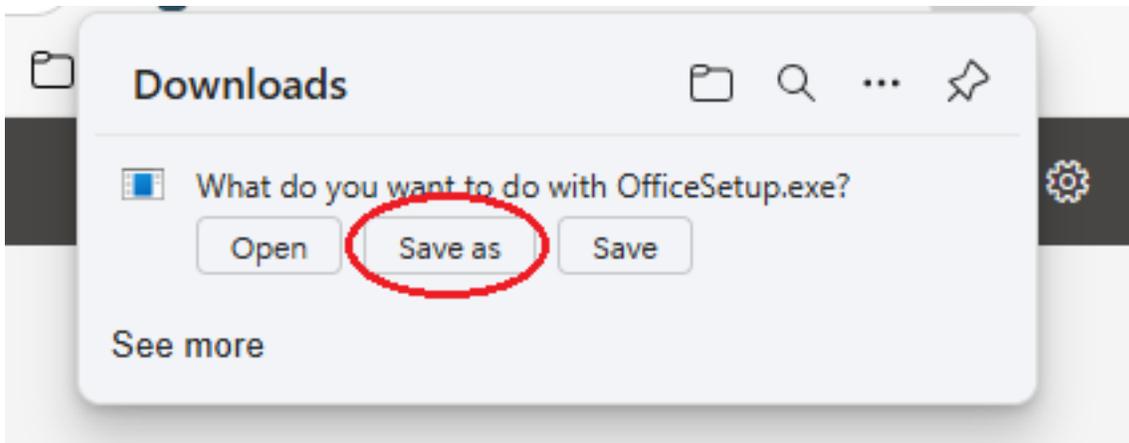
Good day stakeholders, are you interested in installing the latest version of Microsoft Office (Enterprise Version) on your personal computers? In this download you will receive all the Microsoft APPS, which can be installed on a combination of as many as 5 computers, tablets and phones. Your content is guaranteed to remain private and secure, and the download process is absolutely FREE!

If you are interested then follow the instructions below:

1. Uninstall from your computer any version (legit or cracked/hacked) of Microsoft APPS – Word, Excel, PowerPoint, Access, Publisher and so on.
2. Restart your computer(s) then navigate to www.office.com and input your MS 365 COPILOT Credentials (username and password).
3. Once you have logged in, Navigate to 'INSTALL and MORE', click on the dropdown arrow and select 'INSTALL MICROSOFT 365 APPS'. *(see image below)*



4. Continue by clicking on the **'INSTALL OFFICE'** button under the category 'Office apps & devices'. An **'OfficeSetup.exe'** file will be downloaded and prompt you to save it to your computer, do so. (*See image below*)



5. Navigate to where the **'OfficeSetup.exe'** file was downloaded and double click on it to start up the install process. When prompted Click **'OK'**. You should see a similar below install interface indicating that your **NEW MS 365 SUITE** is being downloaded and installed.



Please stay online while Microsoft 365 and Office downloads

We'll be done in just a moment.



- At this point there is no need for your intervention. The APPS will be downloaded and installed automatically to your computer(s). **NOTE**, it may take up to 30 minutes based on your home internet speed and processing power of your computer(s).
- Once the installation is completed the interface should change to indicate the installation is done.
- Navigate to, and start up any of the APPS (E.G, WORD). Within the **'ACCOUNT'** Tab (bottom left of the MS WORD Page) you can sign in with your MS 365 Copilot credentials and verify your MS 365 Suite details. (*see image below*):

- Your MS 365 Copilot version will be updated and upgraded automatically ensuring you always have the latest MS 365 Copilot Enterprise APPS.

ICTE remain committed to supporting you with issues experienced within the Core SKOS Online Platforms. Feel free to contact me by clicking on the ICTE HELP DESK **QR CODE** below, or the *“Click here if you’re having trouble”*. You may also contact me via my email address, icte@skos-sxm.org.



Staff & Students: Scan or Click me for ICTE Help Desk
[Click here](#) if you're having trouble