ICTE Best Practices

Engage today, Inspire tomorrow



JETE 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 <u>www.office.com</u> 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)*

Home Copilot		Welcome to Microsoft 365 Copilot	Install Microsoft 365 apps Install Word, Excel PowerPoint and more Be Explore your Apps Access your favorite apps and do more on the web.
OneDrive			Install the Microsoft 365 Copilot mobile app Take your productivity on the go with our free iOS and Android app.
Pages	Recommended		< >

 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)

Ð	Downloads	
	What do you want to do with OfficeSetup.exe? Open Save as Save	ø
	See more	

 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.



- 6. 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).
- 7. Once the installation is completed the interface should change to indicate the installation is done.
- 8. 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):*

Account

User Information	Product Information	
SKOS Application Manager icte@skos-sxm.org	Microsoft	
<u>Change photo</u> <u>About me</u>	Subscription Product for icte@skos-sxm.org	
Sign out	Microsoft 365 Apps for enterprise	
Switch account	This product contains	
Account Privacy Manage Settings	🚾 🔽 😰 💁 🖳 🗐 🔕 Manage Account 🛛 Switch License 🗍 Update License	
Office Background:	Microsoft 265 and Office Lindates	
School Supplies	Updates are automatically downloaded and installed.	
Office Theme: Use system setting	Update Options ~	
Connected Services:	Get Add-ins	

9. 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, <u>icte@skos-sxm.org</u>.



Staff & Students: Scan or Click me for ICTE Help Desk Click here if you're having trouble