

Office 365 for Windows

Contents

Download and install Office 2016 for Windows	1
Setup Microsoft Outlook 2016 Mail Client	6

Download and install Office 2016 for Windows

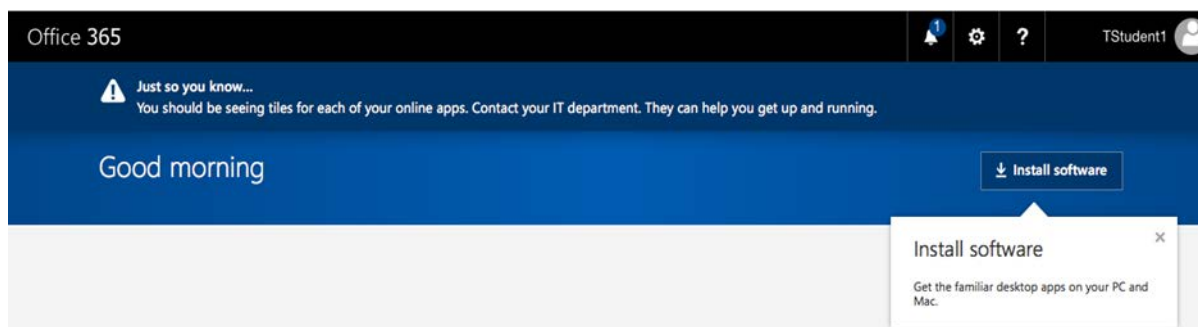
- Open a web browser (Edge, Chrome) and navigate to office.hw.com.
- Login by typing your Harvard-Westlake School email and then your password



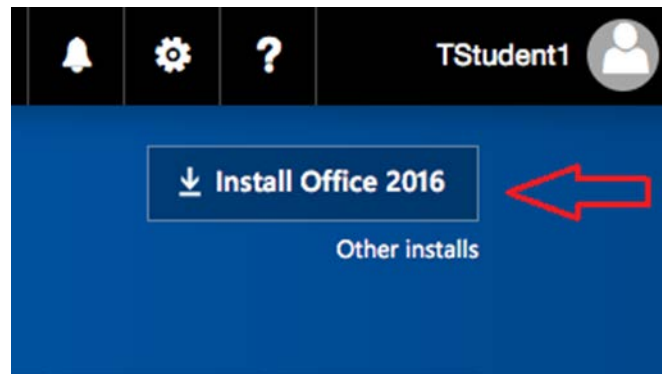
Enter your user ID in the format username@hw.com or username@hwemail.com

Sign in

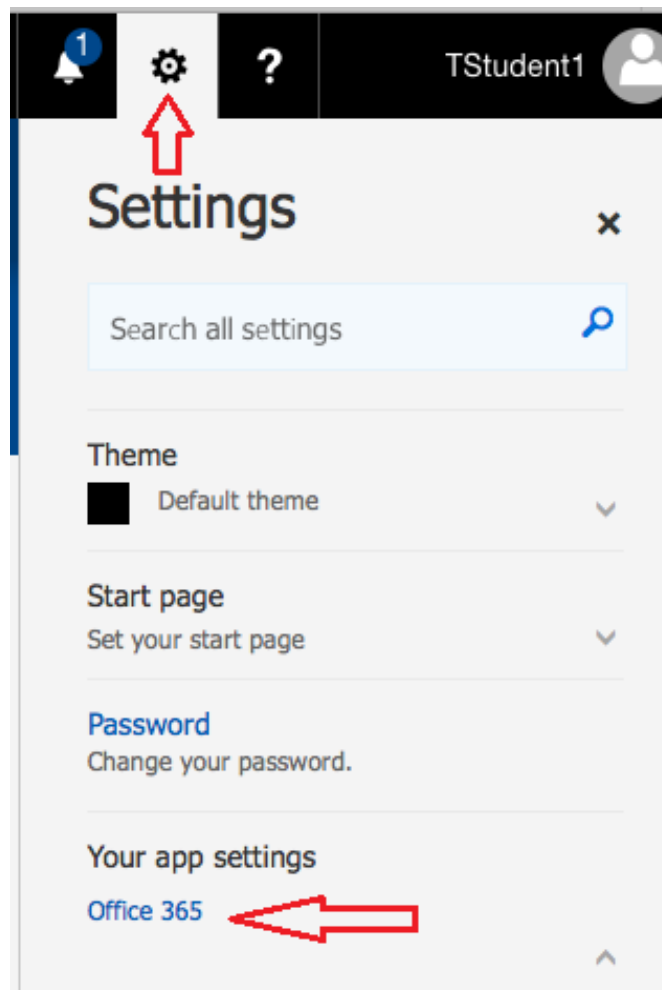
- If this is your first-time logging into office.hw.com, you should see this button asking you to install software.



- If you have logged into this account before, then you should see the Install Office 2016 button at the top right of the screen.




- If you don't see that button, you can click the gear icon in the top right of the window and then select Office 365 under Your App Settings.




- After clicking the Install Office 2016 button, the software installer will start to download and you should see a pop-up window with instructions on how to continue. Once you have finished reading it, you can close it.

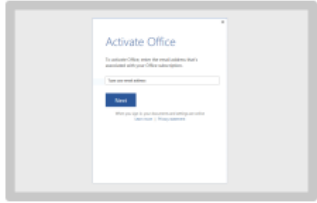
Just a few more steps...



1 Click Run
Click the **Setup** file at the bottom of the screen.



2 Say "yes"
Click the **Setup** file at the bottom of the screen.



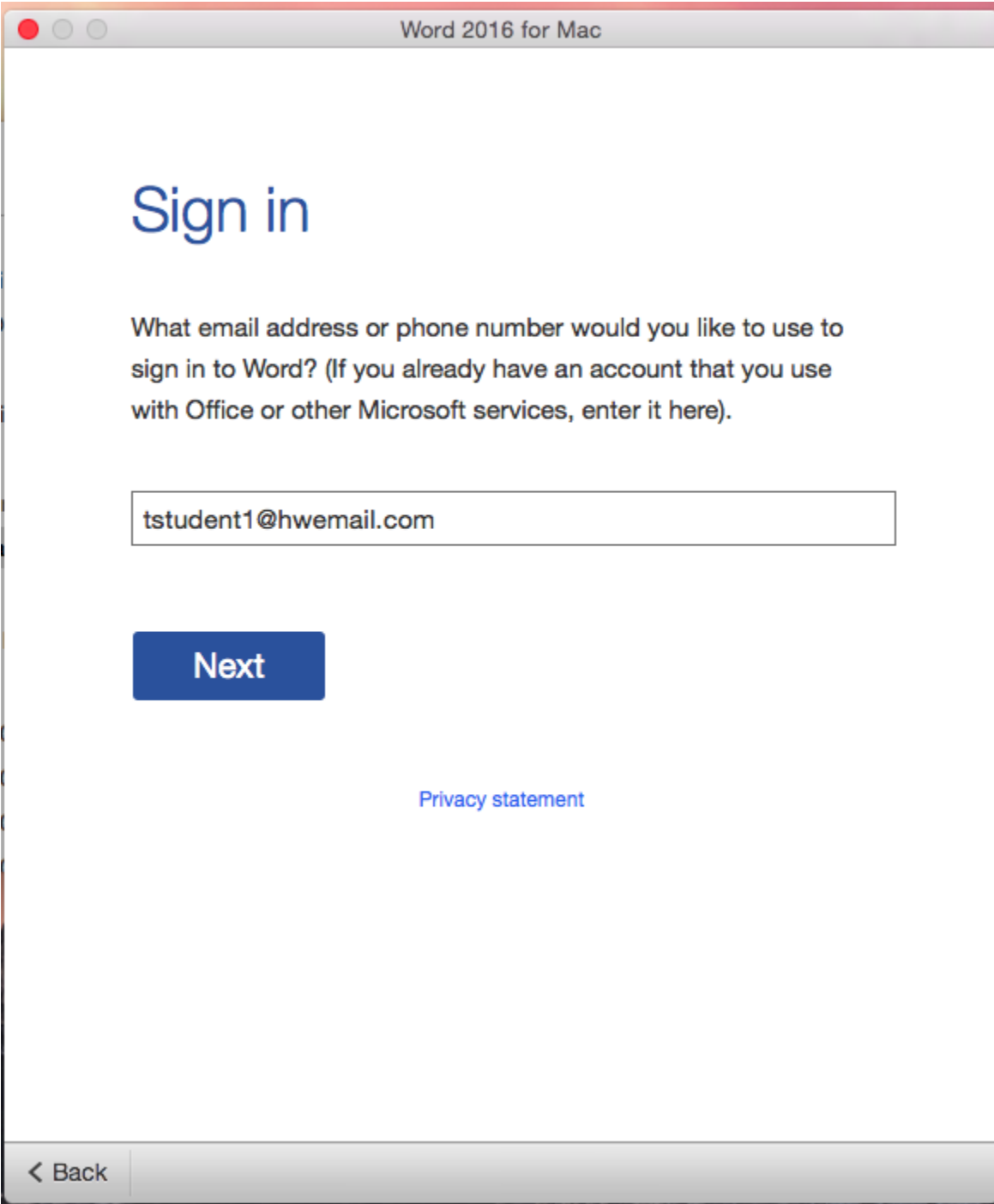
3 Stay online
After installation, start Office and sign in with the account you use for Office 365: TStudent1@hwemail.com.

Close

Need help installing?

- After the file, has finished downloading, go to your downloads folder and double click on the Microsoft Office installer. Click yes if a window pops up asking if you want to allow this app to make changes to your system.
- Wait while Microsoft Office 365 is installed.
- Once the installation has finished click close.
- Go to your Start menu and type in "Word", then launch Microsoft Word.
- Click accept on the First Things First window. Microsoft Office is ready to use.
- Click where it says *Sign in to get the most out of Office*

- Enter your Harvard-Westlake School email and then click next.

A screenshot of the 'Word 2016 for Mac' application window. The window has a title bar with three colored buttons (red, yellow, green) on the left and the text 'Word 2016 for Mac' in the center. The main content area is white and contains the following elements: a large blue 'Sign in' heading, a paragraph of text asking for an email address or phone number, a text input field containing 'tstudent1@hwemail.com', a blue 'Next' button, and a blue 'Privacy statement' link. At the bottom of the window is a grey bar with a '< Back' button.

Word 2016 for Mac

Sign in

What email address or phone number would you like to use to sign in to Word? (If you already have an account that you use with Office or other Microsoft services, enter it here).


Next

[Privacy statement](#)

< Back

- Enter your Harvard-Westlake School email address as prompted and then click Next.

Word 2016 for Mac



HARVARD-WESTLAKE

Enter your user ID in the format username@hw.com or
username@hwemail.com

tstudent1@hwemail.com

Sign in

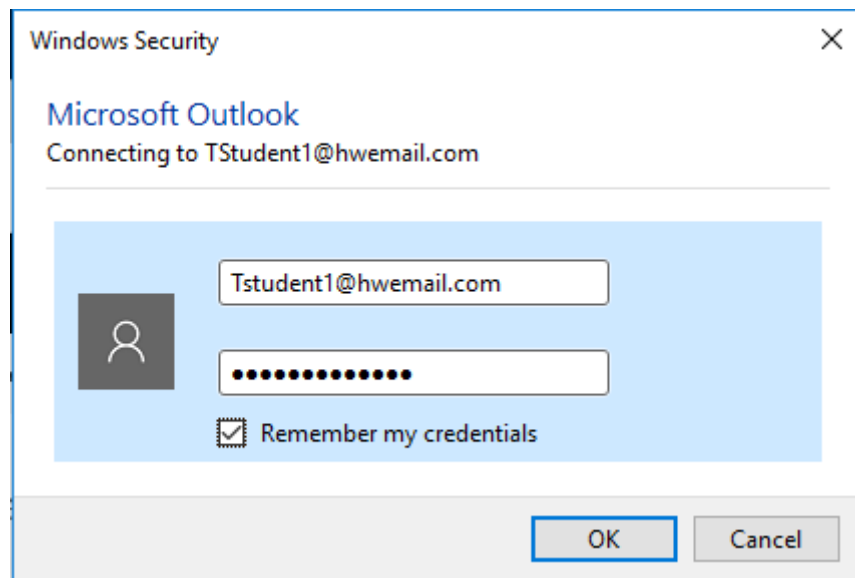
© 2013 Microsoft

< Back

- Click Sign In and then you are done. Microsoft Office 365 is ready to use.

Setup Microsoft Outlook 2016 Mail Client

- Go to your Start menu, type in Outlook and then launch the Outlook application.
- Uncheck the *Setup Outlook Mobile on my phone too* box, and then click Connect.
- In the window that pops up, make sure the first field contains your Harvard-Westlake School email address, then enter your password and check the box to Remember my credentials. This is the same password you used to log in to the website.



- You can now use Outlook to access your school email without having to go to [mail.hw.com](mailto:Tstudent1@hwemail.com).