# Office 365 for Windows

## Contents

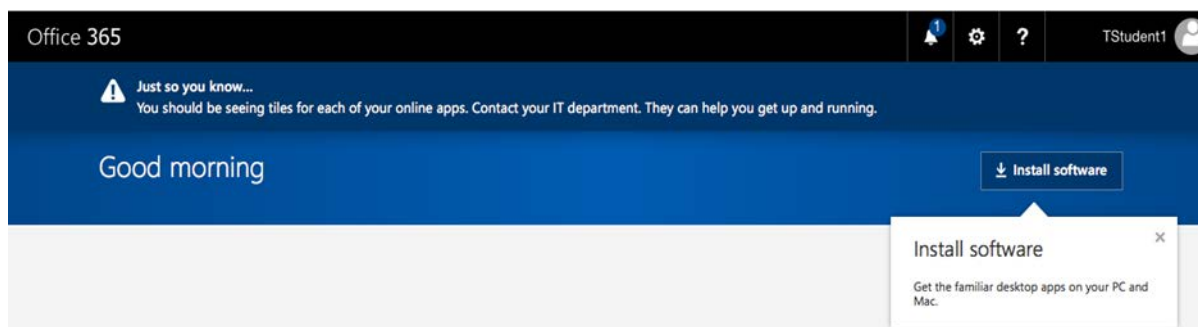## Download and install Office 2016 for Windows

- 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

tstudent1@hwemail.com

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Sign in

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



Office 365

Just so you know...
You should be seeing tiles for each of your online apps. Contact your IT department. They can help you get up and running.

Good morning

⬇ Install software

Install software                    ✕

Get the familiar desktop apps on your PC and Mac.

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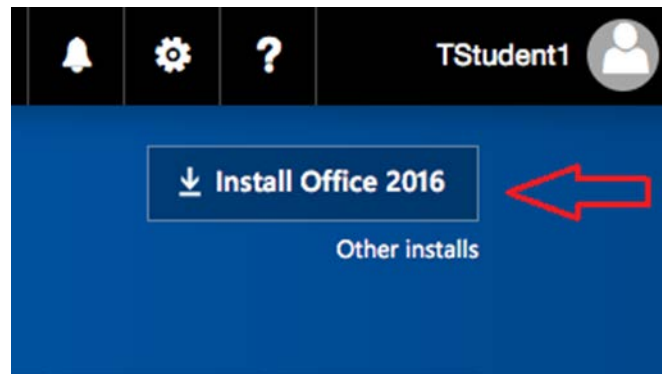


- If you don't see that button, you can click the gear icon in the top right of the window and then select Office 365 under Your App Settings.
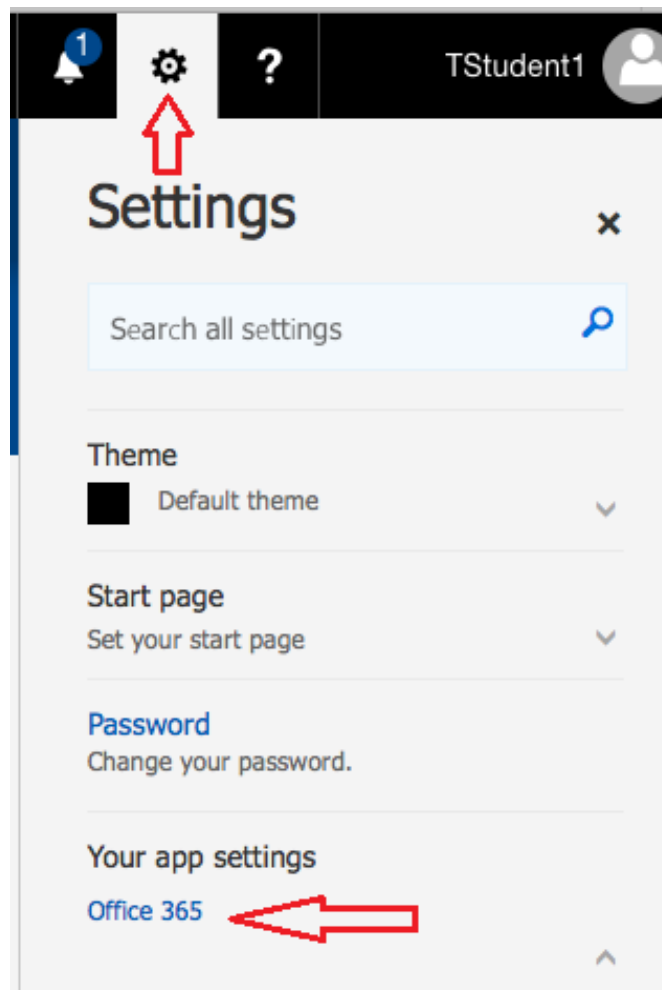
- After clicking the Install Office 2016 button, the software installer will start to download and you should see a pop-up window with instructions on how to continue. Once you have finished reading it, you can close it.
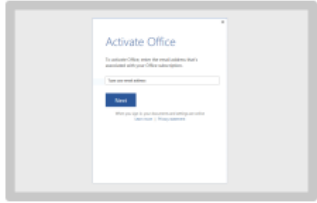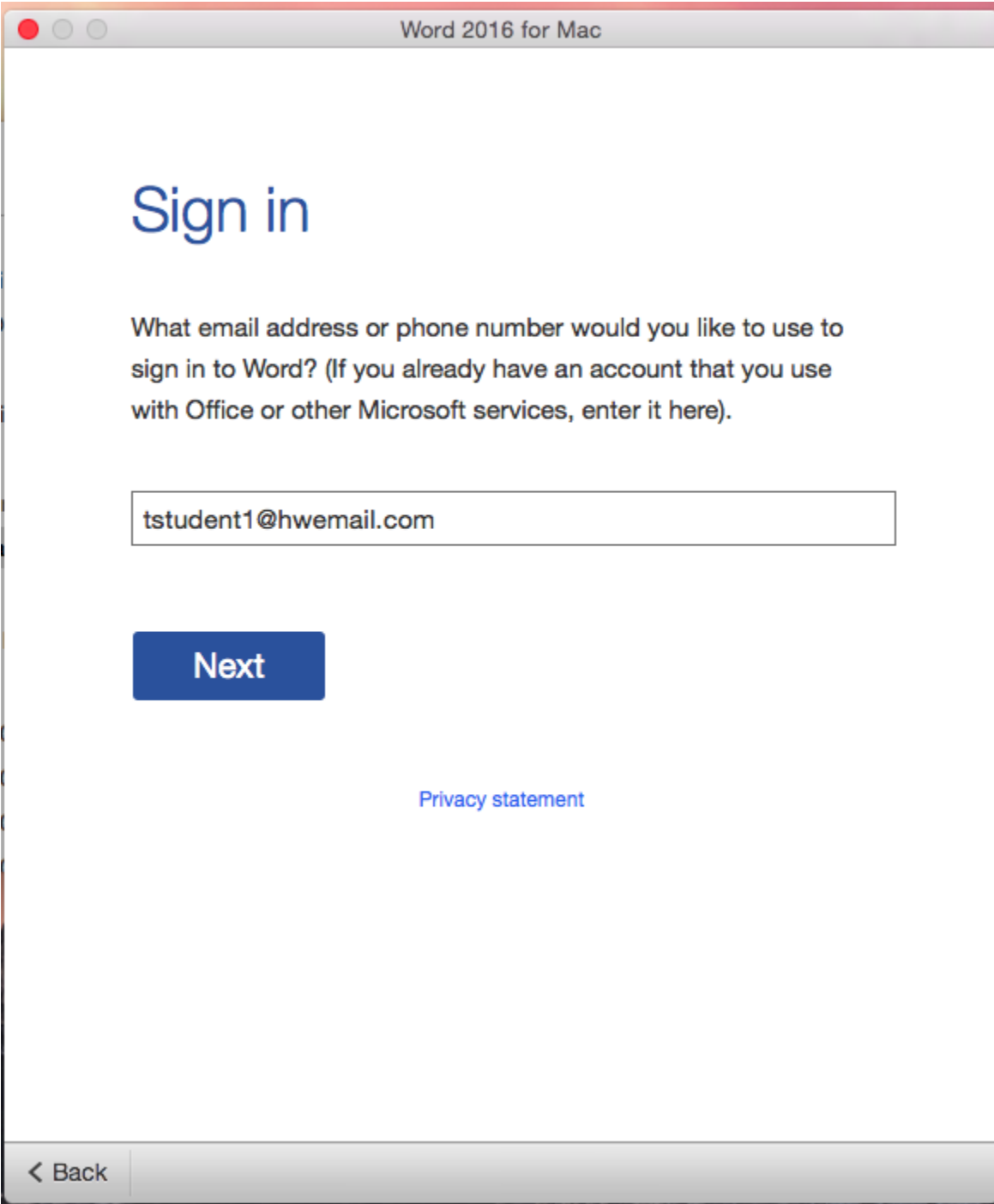


- After the file, has finished downloading, go to your downloads folder and double click on the Microsoft Office installer. Click yes if a window pops up asking if you want to allow this app to make changes to your system.
- Wait while Microsoft Office 365 is installed.
- Once the installation has finished 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.

- 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

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**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.
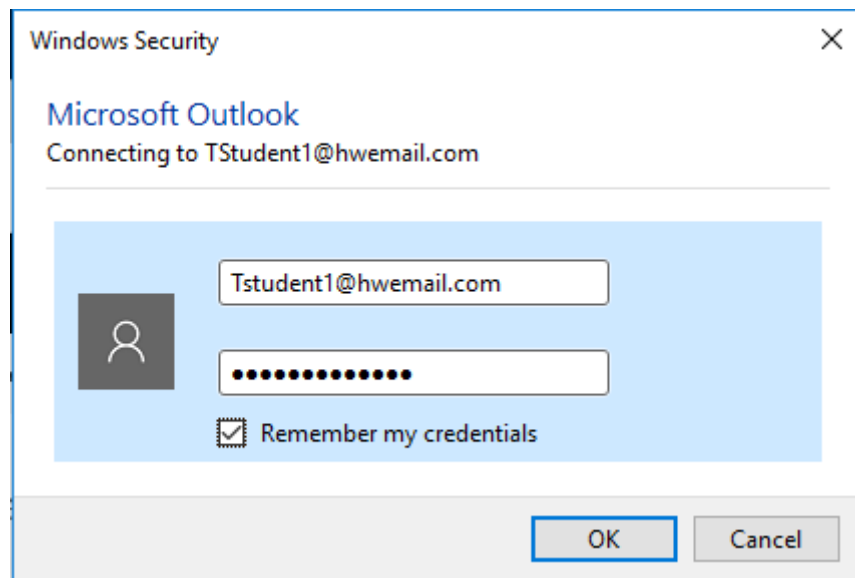


- You can now use Outlook to access your school email without having to go to mail.hw.com.