# Office 365 for Windows

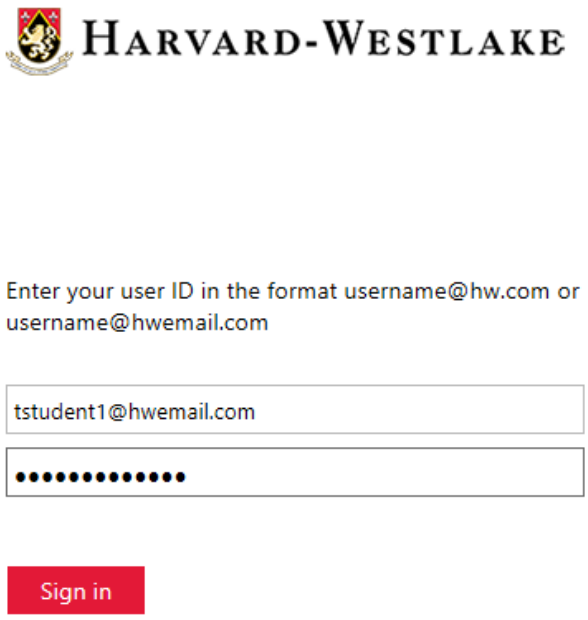
## Contents

Download and install Office 2016 for Windows ..... 1

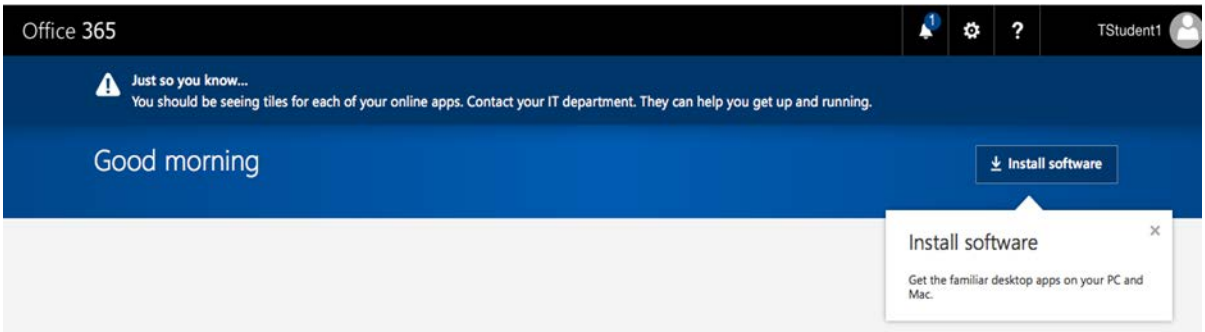
Setup Microsoft Outlook 2016 Mail Client ..... 6

## Download and install Office 2016 for Windows

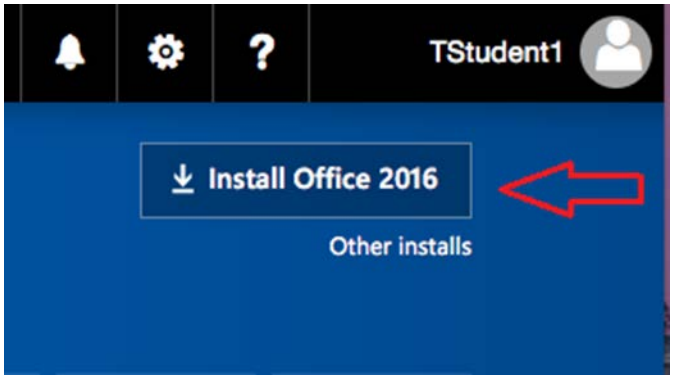
- Open a web browser (Edge, Chrome) and navigate to office.hw.com.
- Login by typing your Harvard-Westlake School email and then your password



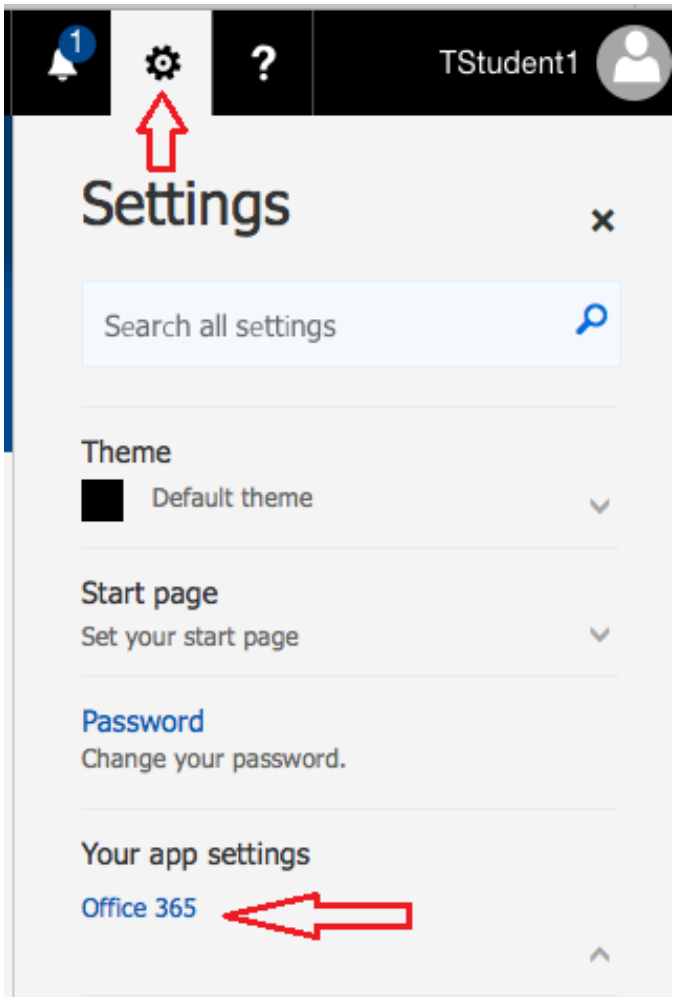

- If this is your first-time logging into office.hw.com, you should see this button asking you to install software.



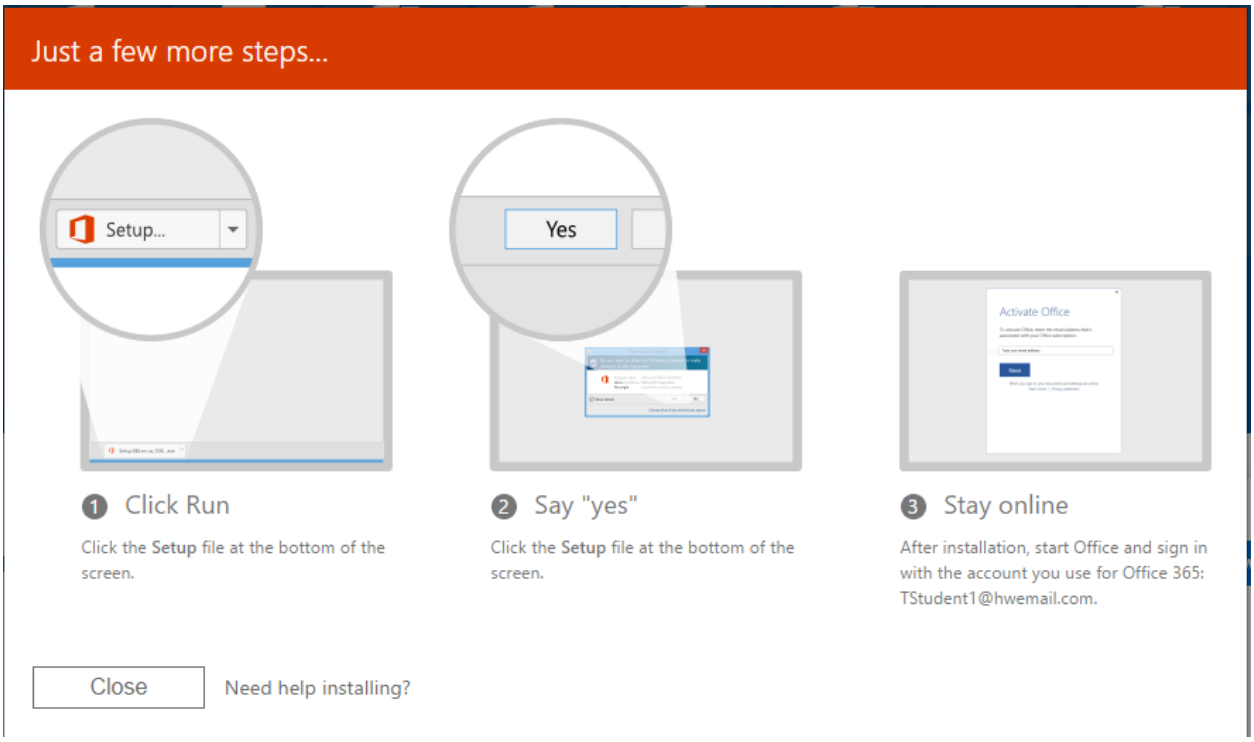
- If you have logged into this account before, then you should see the Install Office 2016 button at the top right of the screen.




- 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.

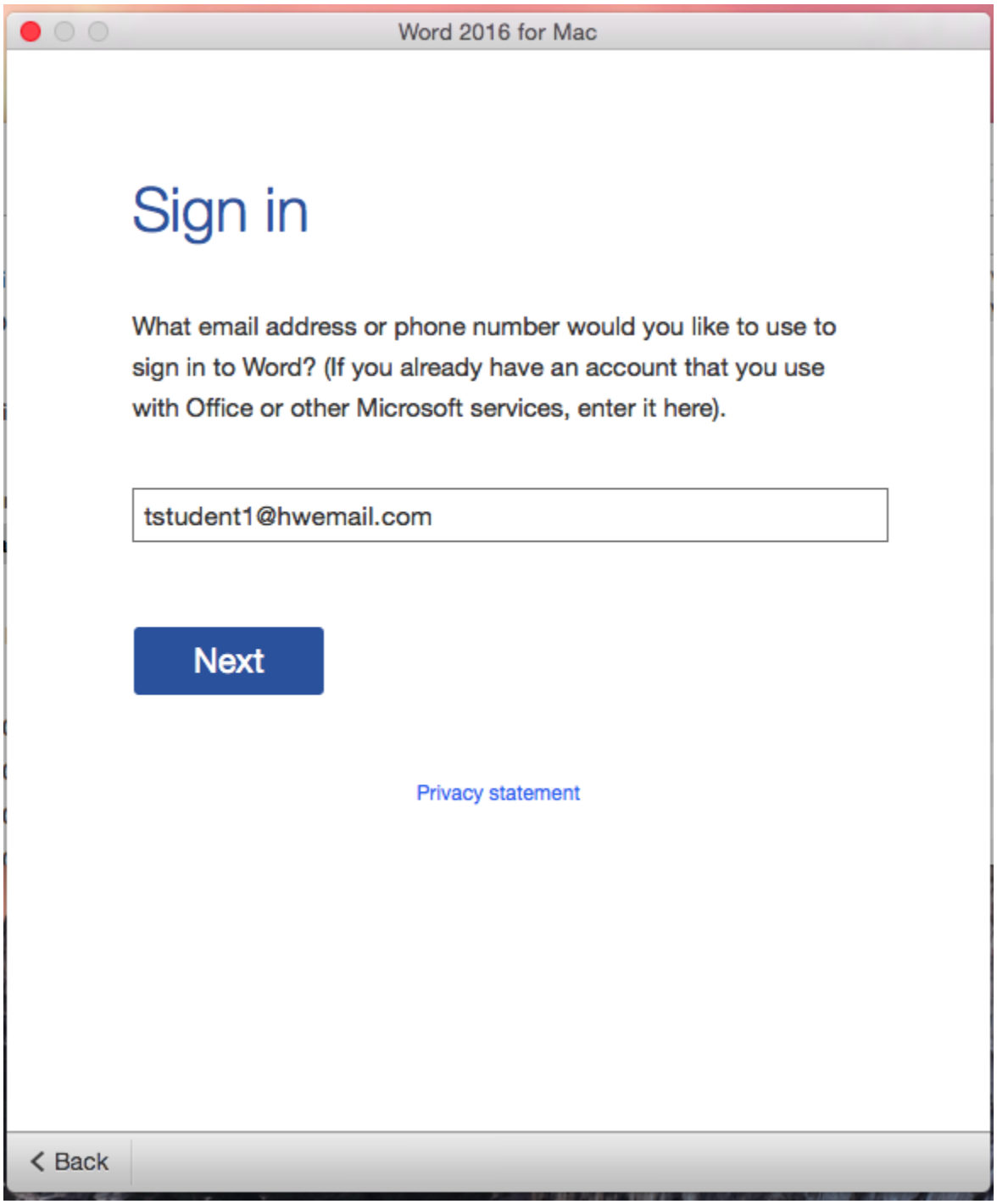


- After clicking the Install Office 2016 button, the software installer will start to download and you should see a pop-up window with instructions on how to continue. Once you have finished reading it, you can close it.

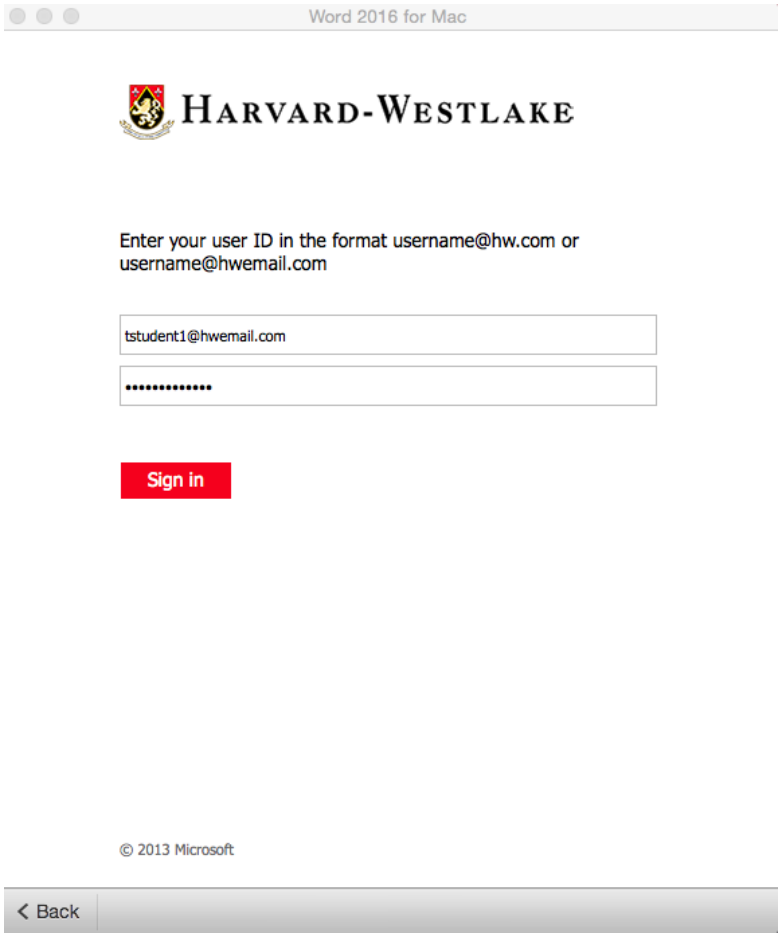



- After the file, has finished downloading, go to your downloads folder and double click on the Microsoft Office installer. Click yes if a window pops up asking if you want to allow this app to make changes to your system.
- Wait while Microsoft Office 365 is installed.
- Once the installation has finished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



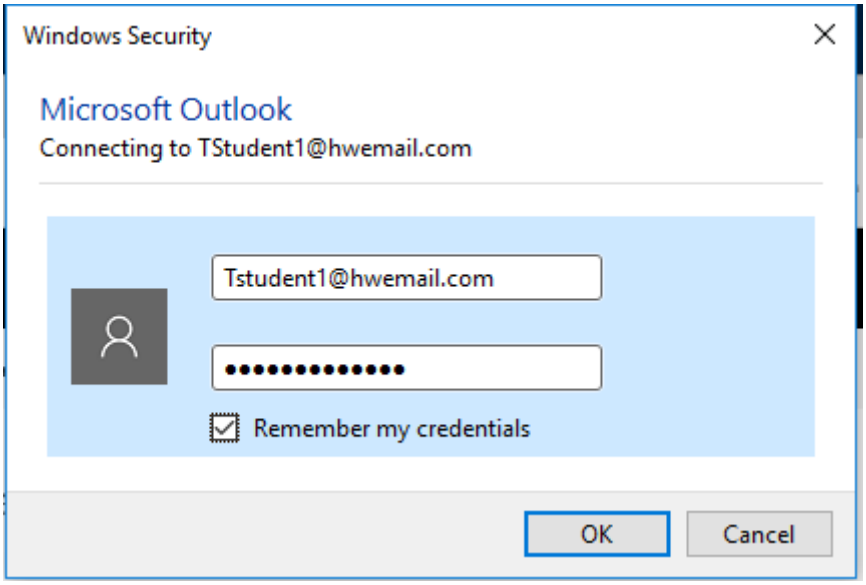
- Enter your Harvard-Westlake School email address as prompted and then click Next.




- 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.