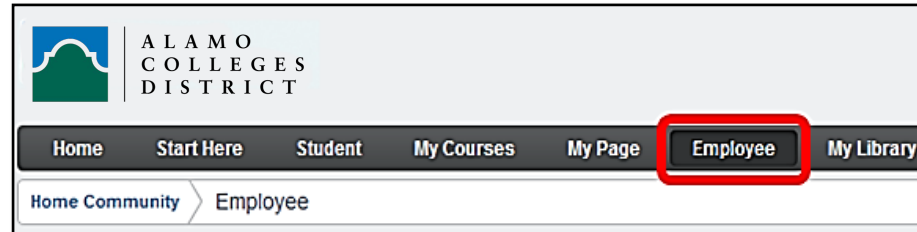
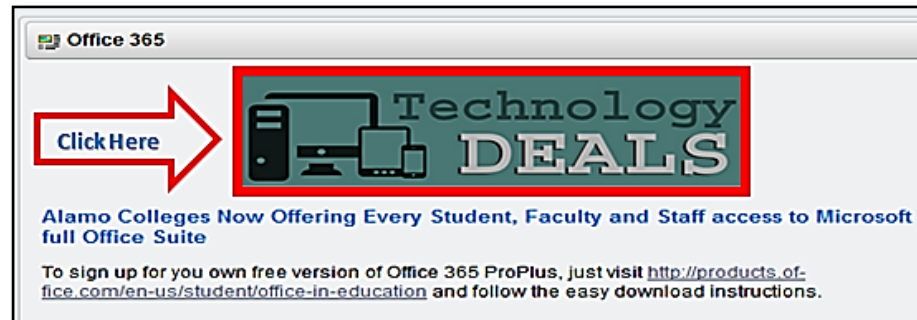


# How to Access Office 365 and Download Office 2016 (Employees)

Log in to ACES, then click on your "Employee" tab:



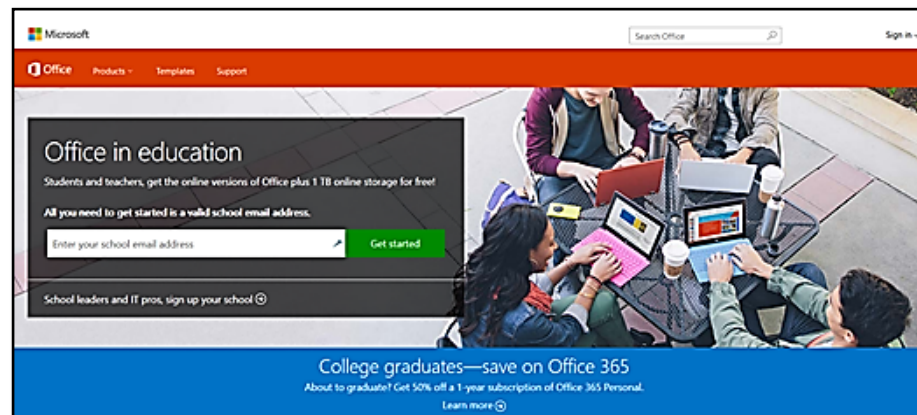
Scroll DOWN to the bottom Left of your Employee page:



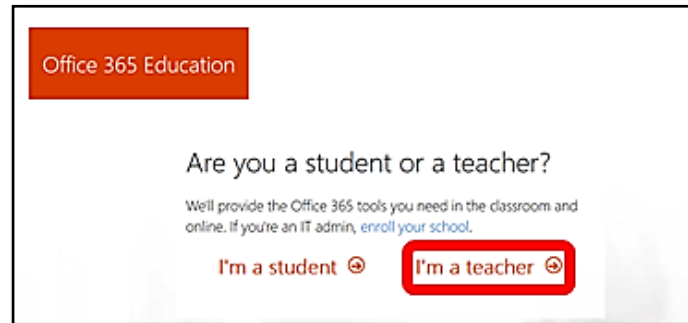
You can also login by going to <https://login.microsoftonline.com>

You will be redirected to this page, then:

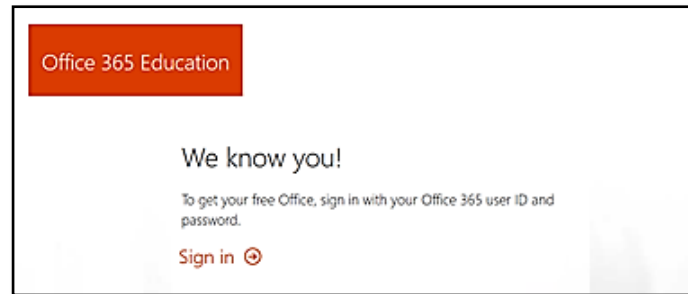
Enter your WORK email address in the box:



On this page, you will select **TEACHER**:



You will then see this page - proceed to sign-in:

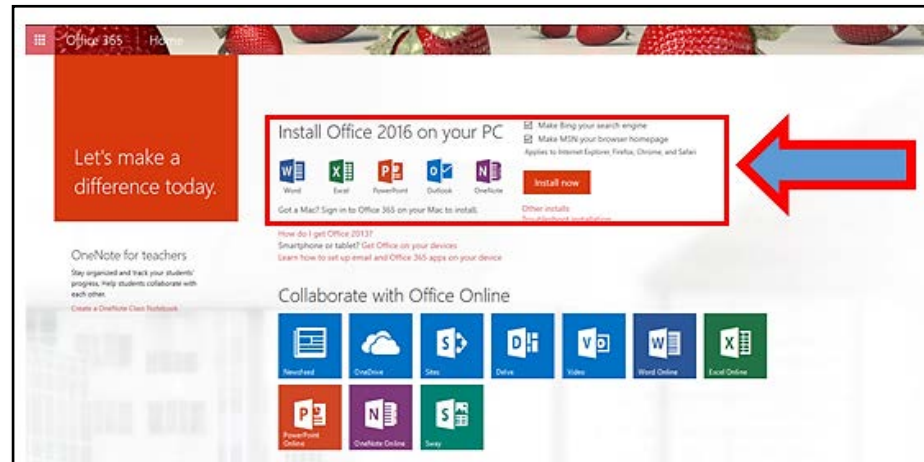


After entering your email address and password, you will see this screen:

Click on **“Work or School account”**:



At this point, you should see this screen. This is where you can access Office 365 software (Word, Excel, Etc.....) and you can install Office 2016 on up to 5 computers, laptops, or tablets.



The FAQ below states this about the One drive account.

This account is associated with the school and should be used for school-appropriate content. Permissions and access can be changed by the school's IT administrator at any time. (District IT)

<https://products.office.com/en-us/student/office-in-education>

<https://support.office.com/en-us/article/OneDrive-storage-changes-FAQ-ea9a86b6-d78e-42ac-af54-fefa22ce5324?ui=en-US&rs=en-US&ad=US>

# Good morning, Margarita

Install Office 2016

Other installs

OneNote	Class Notebook	Sway	Word	PowerPoint	Excel	OneDrive	Forms	Planner	Video
SharePoint	Delve	Newsfeed	Yammer	PowerApps	Flow	Dynamics 365	Admin		

### Your recent online documents

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 How to add a lab to LanSchool  
alamo0-my.sharepoint.com » ... » mwebb39\_alamo\_edu » Documents

1 month ago

### Your recent OneDrive folders

134 MB of 1 TB used

LAST OPENED

 Documents  
alamo0-my.sharepoint.com » personal » mwebb39\_alamo\_edu

1 month ago

