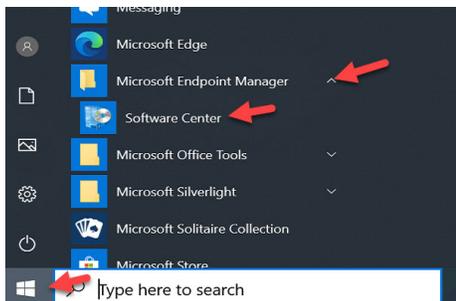


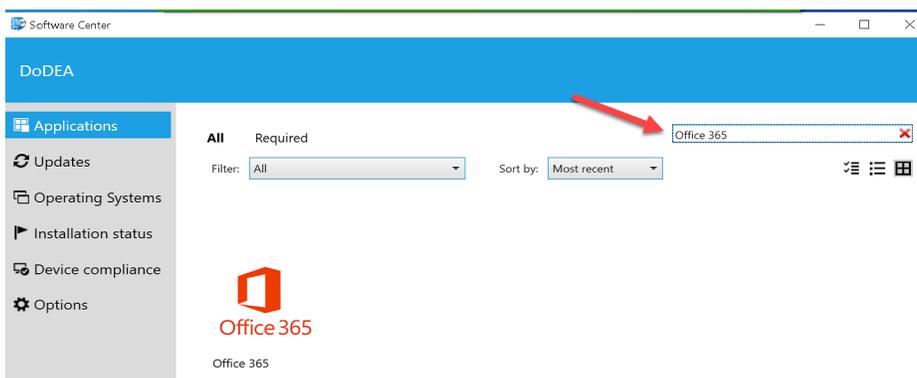
Tips/How-To: Install Microsoft Office 365 from the Software Center

First, save your work and close all open programs. Ensure that you are connected to the DoDEA network – through VPN or directly within a DoDEA facility.

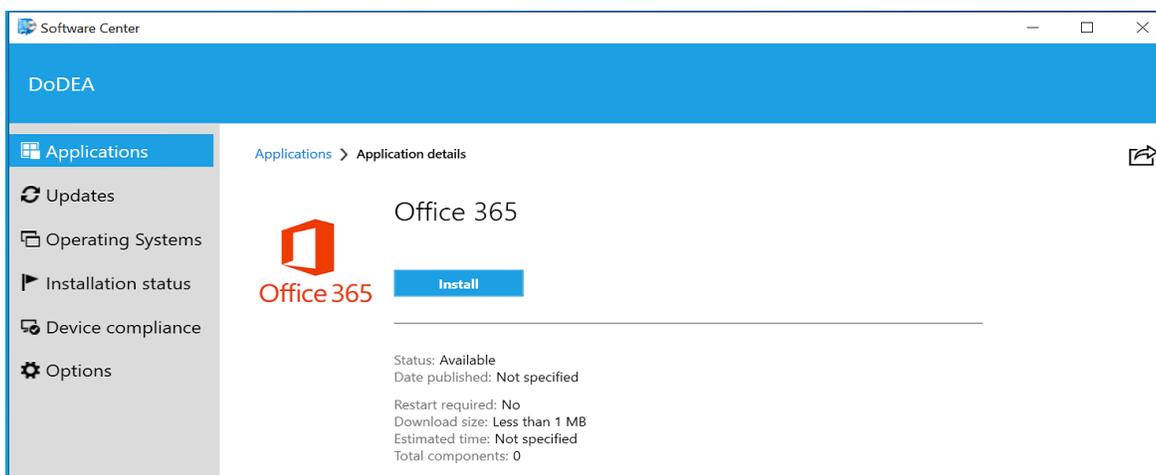
Click the Windows Start icon > find the Software Center app or type "Software Center" into the search.



Within the Software Center app, search "Office 365" and double click on the Office 365 icon.



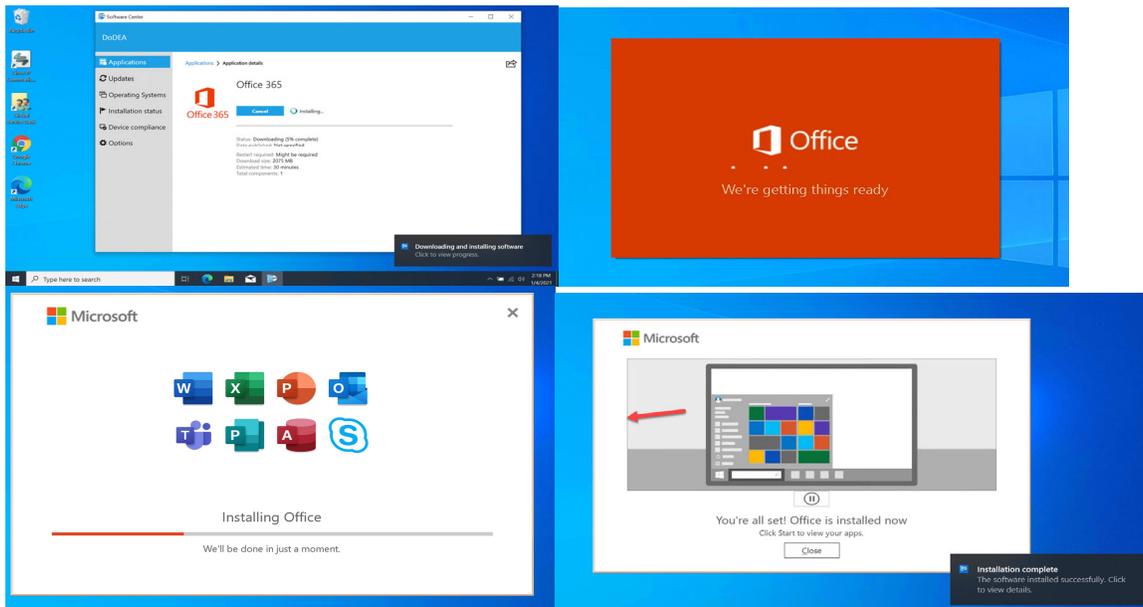
Click Install. The install will take 15-30mins to complete depending on computer and internet speeds.



The next screens will appear during the install process.

Select "Close" upon completion and locate your newly installed Microsoft applications to include Outlook, Word, Excel, PowerPoint, Publisher and other Microsoft apps. You can search for the apps or find them under the Start menu.

If you experience any trouble with your installation, please enter a IT service request into the Global Service Desk: <https://globalservicedesk.ds.dodea.edu/workcenter/tmtrack.dll?shell=srp>



After Install:

- Verify functionality of the Microsoft Office 365 apps you use - especially main core apps (Outlook, Word, Excel)
- You may need to re-create Microsoft shortcuts and desktop icons of your Microsoft apps.
- If you had a previous version of advanced Microsoft apps (such as Visio and Project), you may need to reinstall these. Follow the same steps to find the apps in Software Center.

A new version of Outlook is included in the Office 365 installation. However, you will not be able to view your Outlook email and calendar online or within Microsoft Teams until your Outlook mailbox is migrated to Exchange Online.

Next Step: Once you have upgraded to Microsoft Office 365 and setup your Microsoft 365 account for multi-factor authentication (MFA), your Outlook mailbox can be migrated to Exchange Online, which will allow you to access your email and calendar online. DoDEA IT will notify you when your Outlook mailbox will be migrated.

There are a few notable differences with how Outlook works when email is migrated to Exchange Online - particularly public folders, shared calendars and shared mailboxes (or distribution list). If you are the owner of a public folder that's currently being used, a shared calendar or use a shared mailbox, submit an IT Service Request (ITSR) through the [Global Service Desk](#) so IT can assist in evaluating when to migrate shared mailboxes or determine the best options to replace your existing public folders. You will **not** experience these differences by simply upgrading your installed Office apps.

To learn more about the Outlook Migration Considerations & Next Steps, go to www.dodea.edu/Offices/IT/M365/Phase2.cfm