

## INSTALLING MICROSOFT OFFICE ON A PERSONAL COMPUTER/LAPTOP AT HOME

There may be a need for you to work on Microsoft Office files on a non-school/work issued device. If you do not have access to Microsoft Office and need to access it, you can install it on a personal computer/laptop.

### ACCESSING SCHOOL/WORK EMAIL FROM HOME BY USING AN INTERNET BROWSER

1. Launch an Internet browser – most common Internet browsers are shown below.



Chrome/Google Chrome



Edge/Microsoft Edge



Firefox/Mozilla Firefox

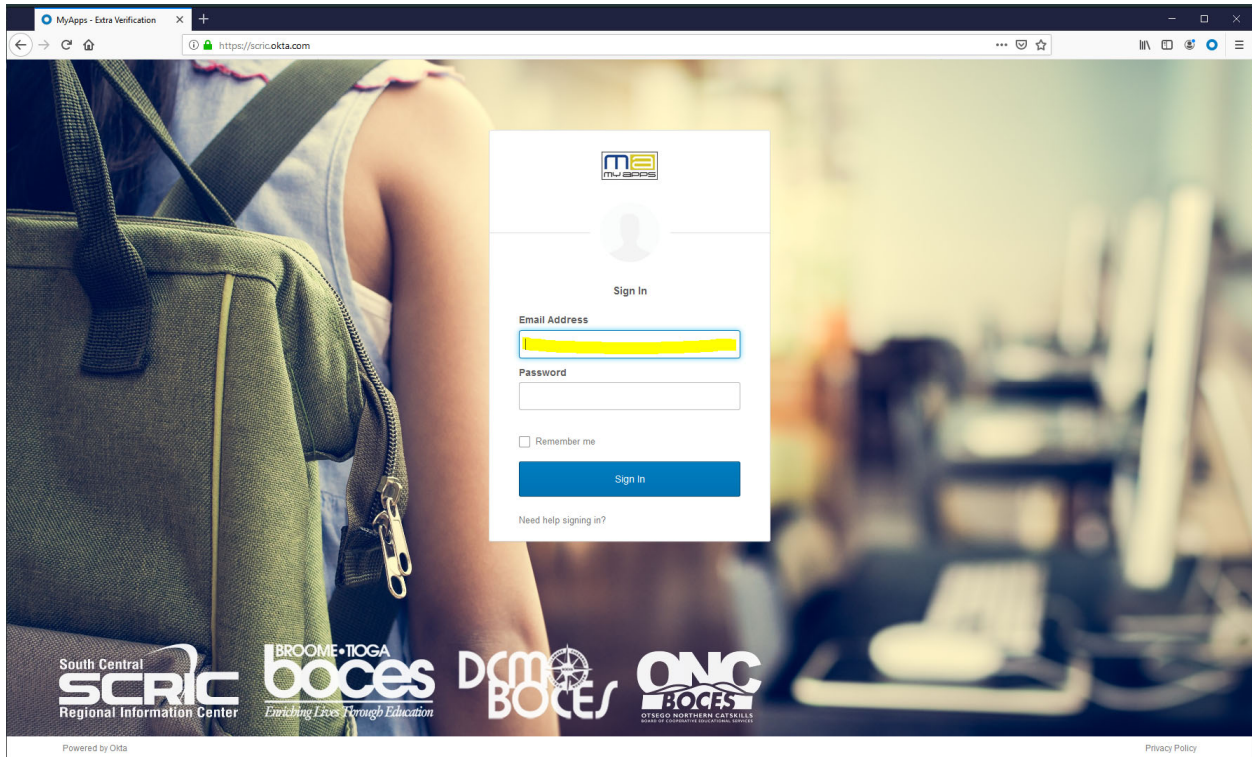


Internet Explorer

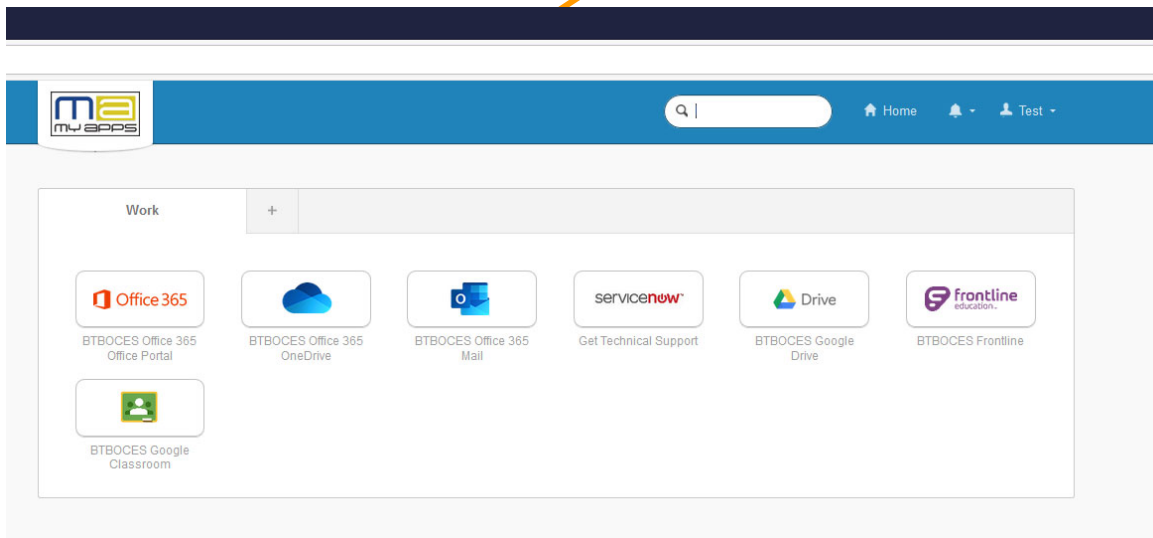


Safari (Mac, iPad, iPhone)

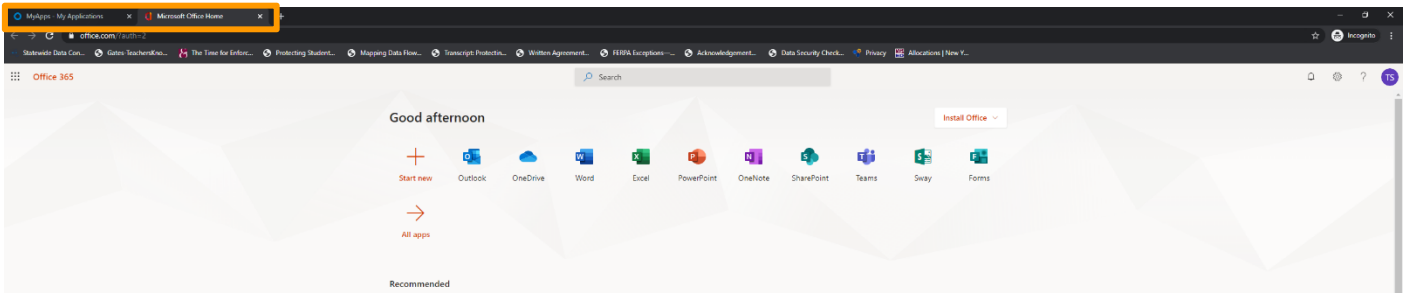
2. In the address bar at the top of the screen, type in the following:  
myapps.vestal.k12.ny.u or click on the link to “MyApps” from the Vestal Website
3. You will land on the page shown below. In the Email Address box, type in your school email address including @vestal.k12.ny.us for the user name. In the password box, enter your password. (It is the same password used to login to the computer when at school. If you do not know your password, please call 607-766-3800 and a service desk representative will assist you.) Click on Sign-In.



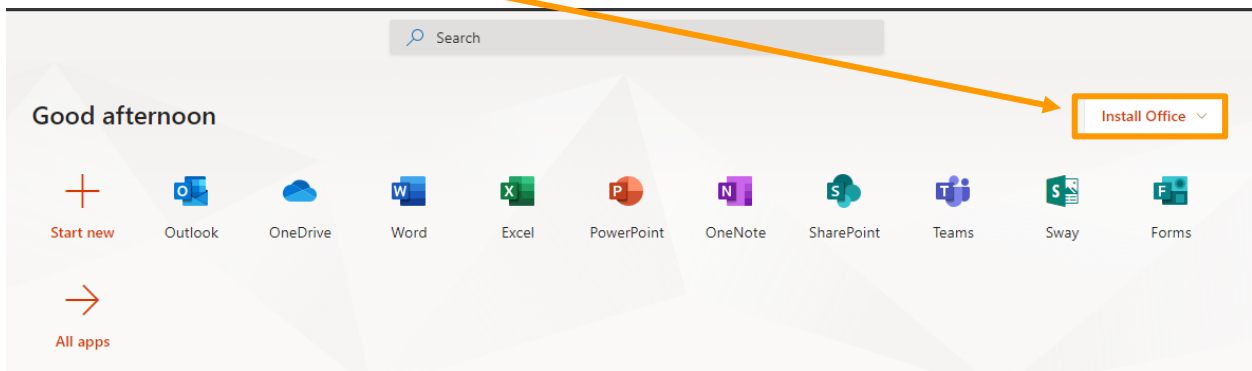
4. You will see an image *similar* to the one below. To download a copy of Microsoft Office to a non-school/work issued device, click on **Vestal Office 365 Office Portal** icon.



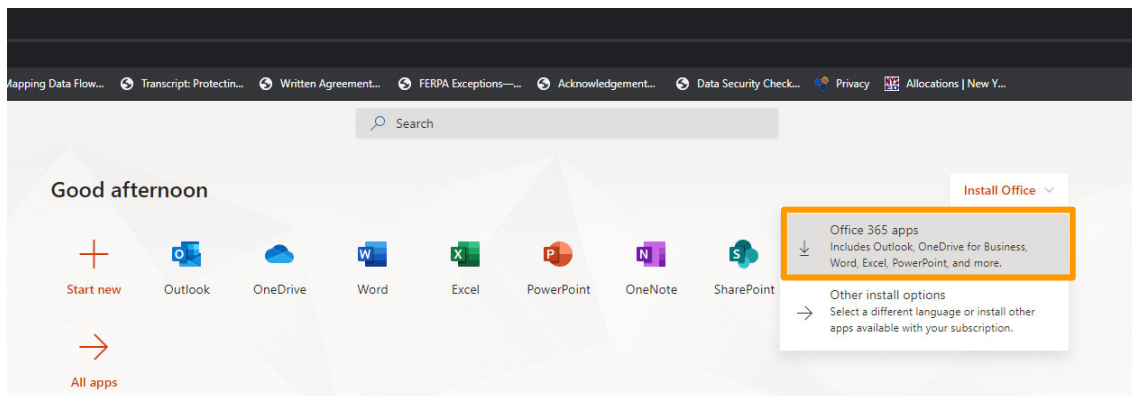
5. An additional browser tab will open that is similar to the image shown below.



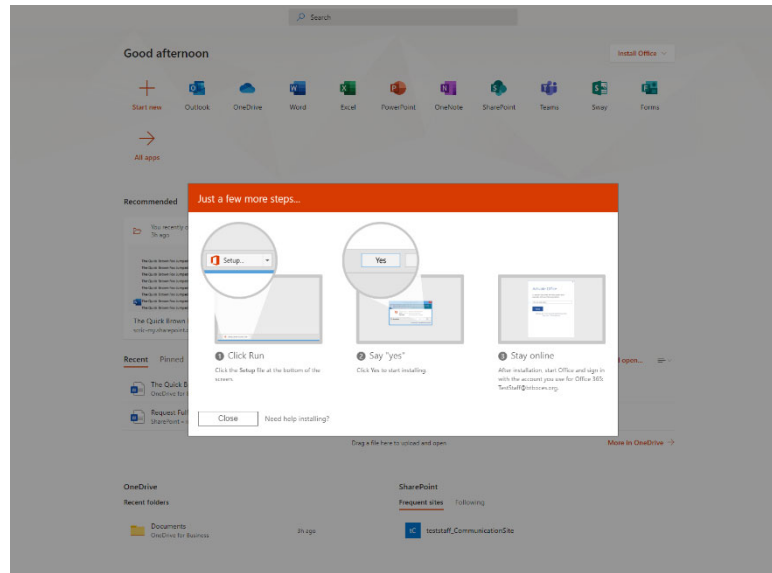
6. Near the top of your screen to the right there will be an Install Office button with a dropdown as shown in the image below.



7. When clicking the Install Office button dropdown, please select the first option Office 365 apps.



8. Follow the steps provided on the screen to install the software as shown in the image below.



9. Once complete, please make sure to return to your Internet browser window to the MyApps portal. In the upper right-hand corner, click the dropdown arrow by your user name and select Sign out. This ensures you are logged out.

