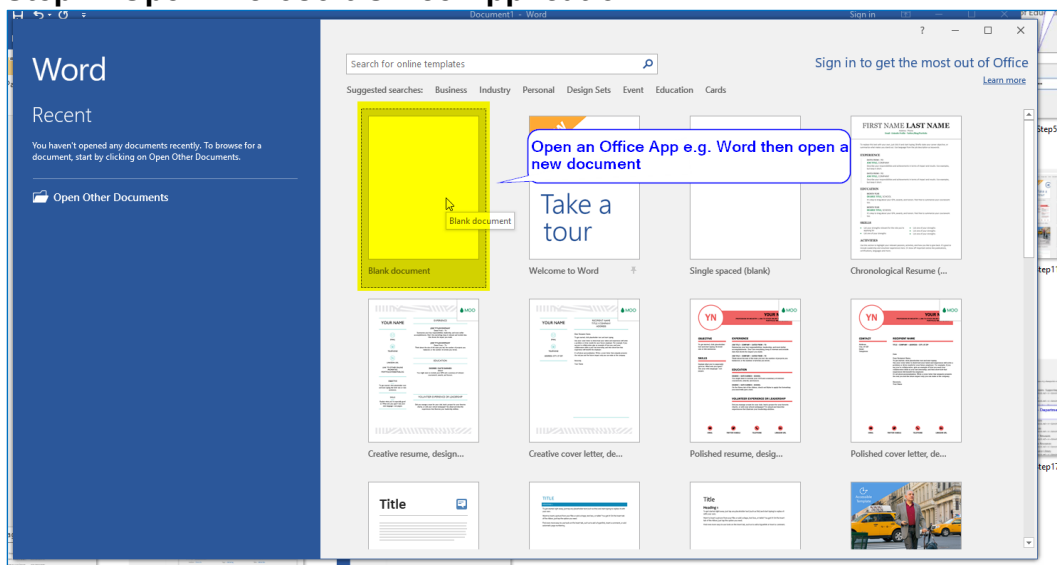


How to sign in to Office 365 Pro Plus App on a personal device using your NTSchools Account

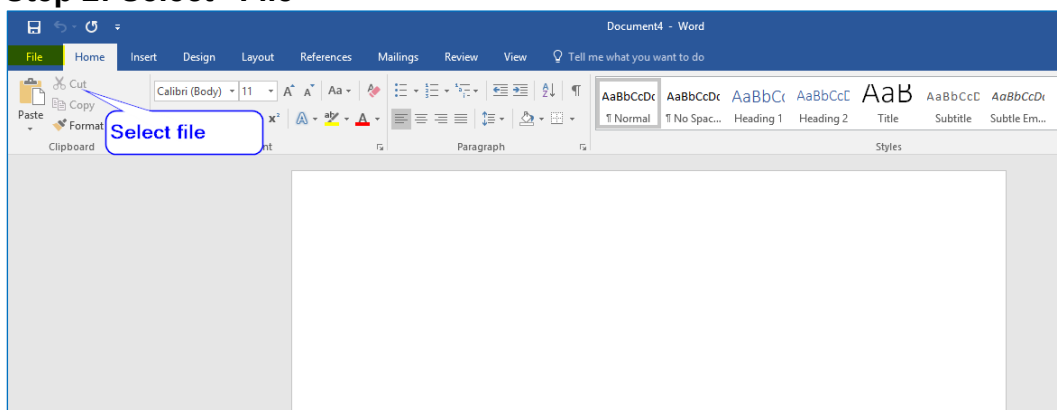
(In order to activate a preinstalled trial version of Office you will need to have the latest's version of Office 2016 installed on your device)

Please follow below 11 steps to sign in to Office 365 Pro Plus on your personal device:

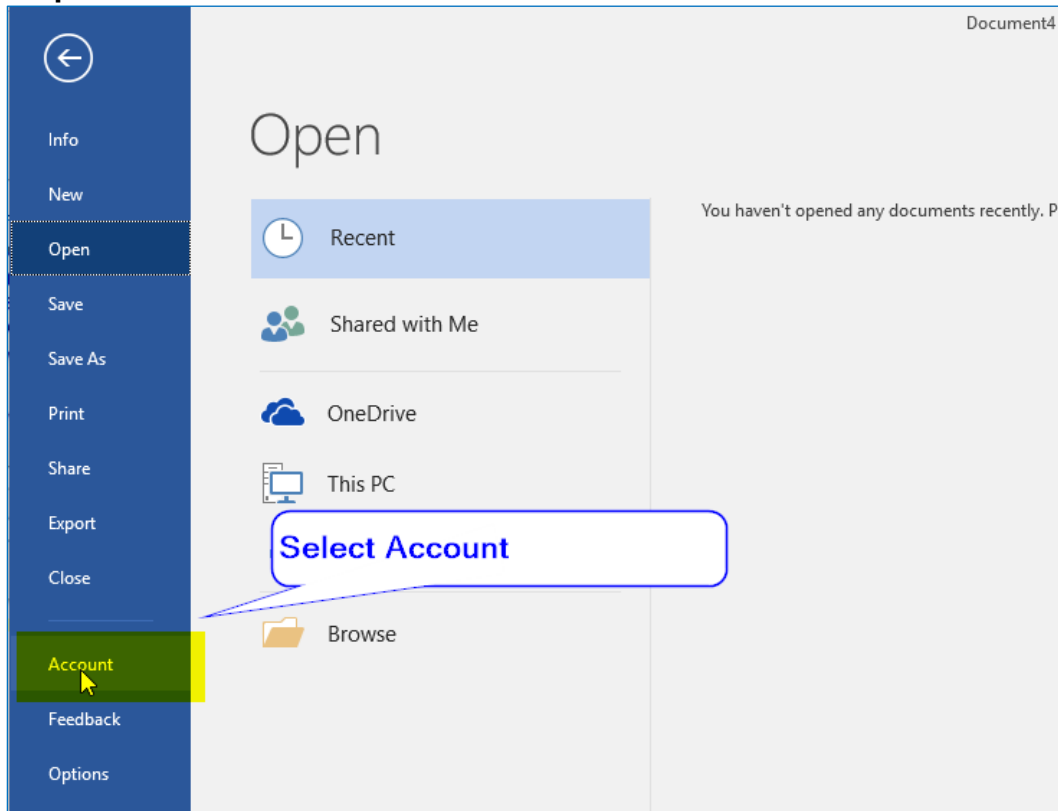
Step 1: Open Microsoft Office Application



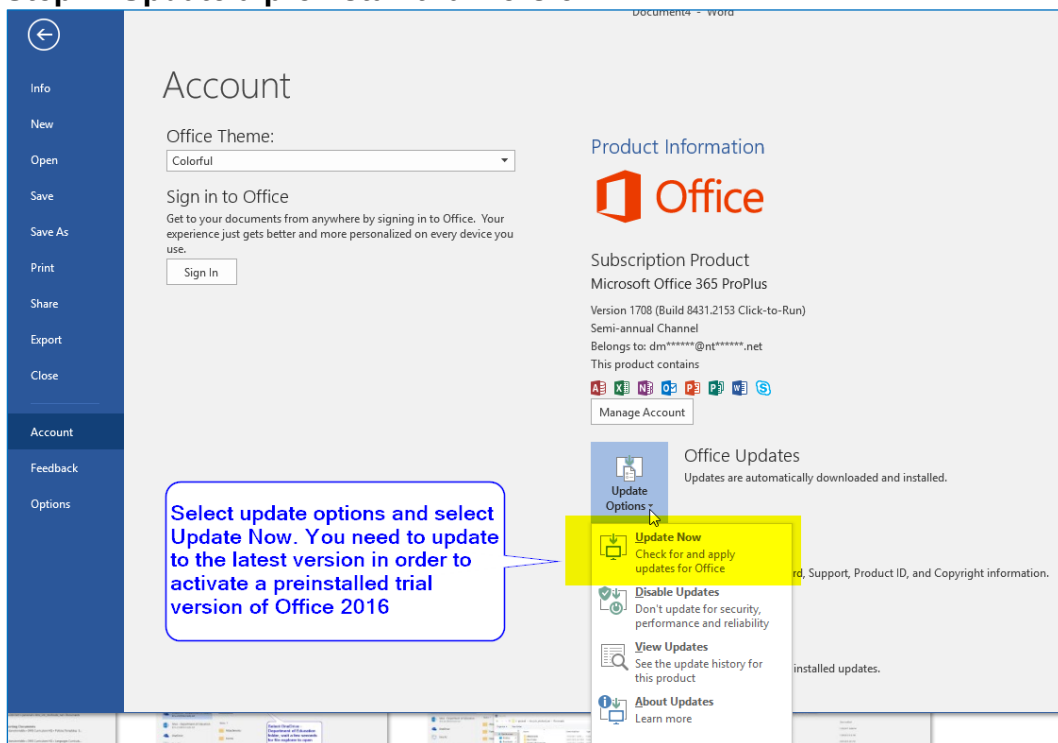
Step 2: Select "File"



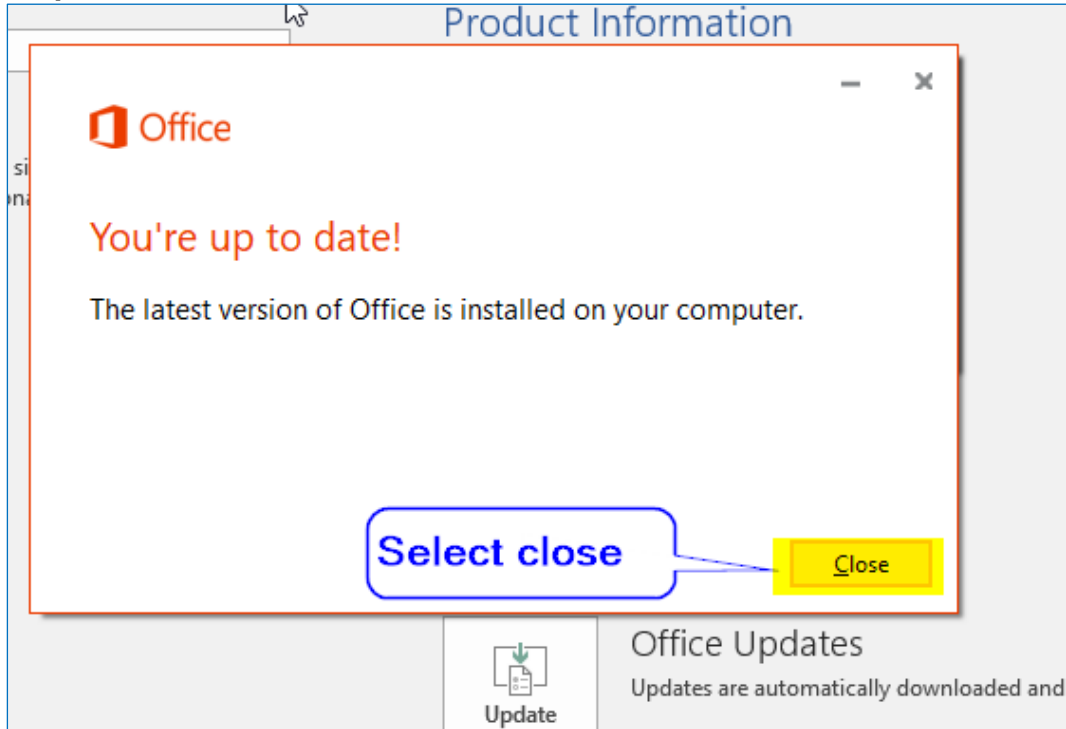
Step 3: Select "Account"



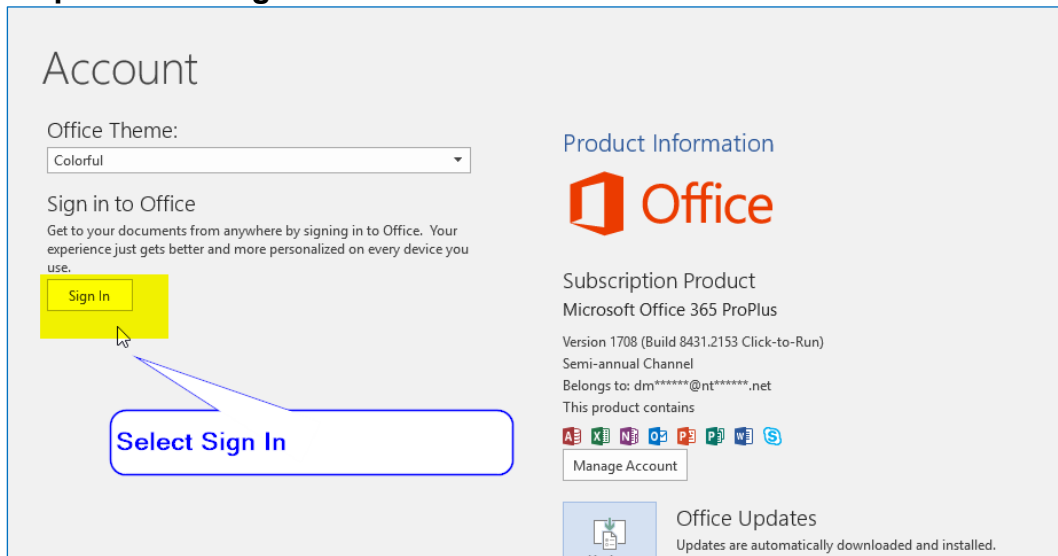
Step 4: Update a preinstall trial version



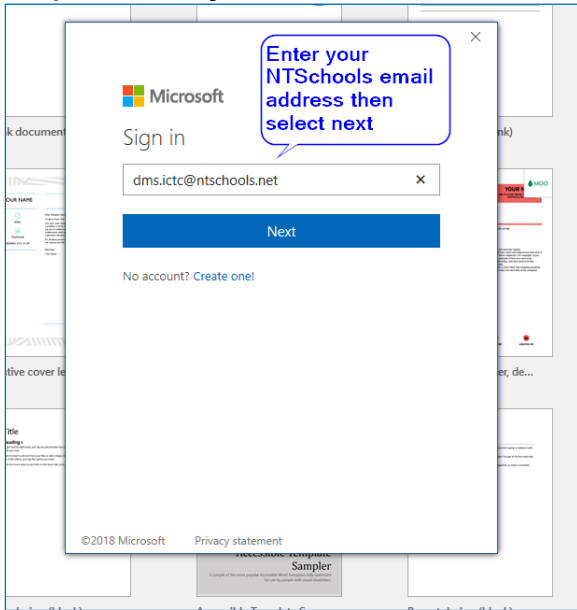
Step 5: Click "Close"



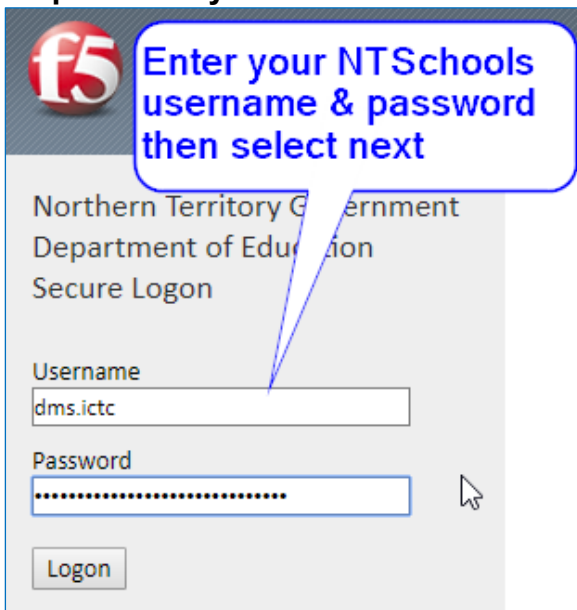
Step 6: Click "Sign In"



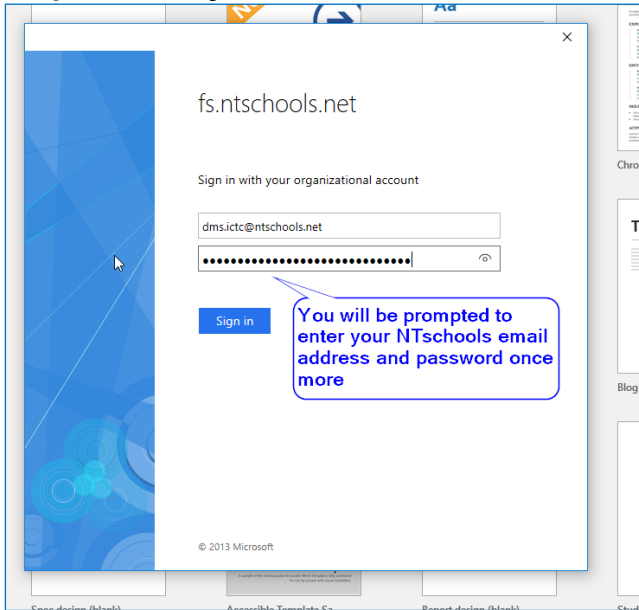
Step 7: Enter your NTSchools email and click “Next”



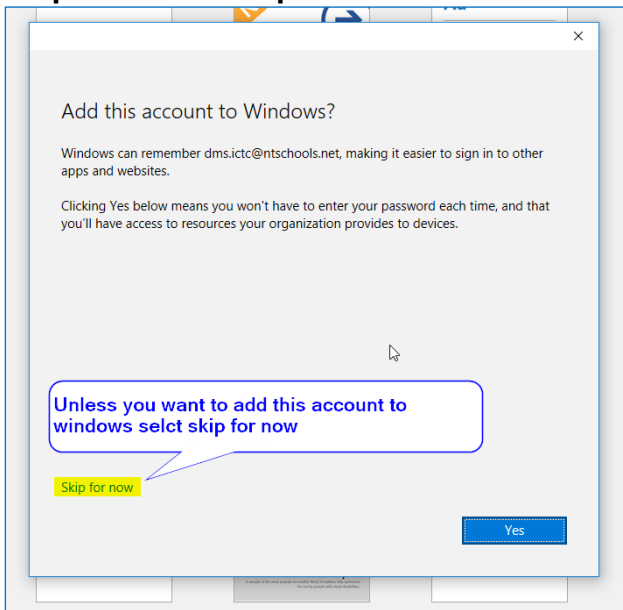
Step 8: Enter your NTSchools username and password and click “Logon”



Step 9: Enter your NTSchools email address and password and click “Sign In”



Step 10: Click “Skip for now”



Step 11: Check on “File” > “Account”

The screenshot displays the Microsoft Office Account settings interface. On the left, a blue sidebar lists navigation options: Info, New, Open, Save, Save As, Print, Share, Export, Close, Account (highlighted), Feedback, and Options. The main content area is titled 'Account' and shows the following sections:

- Account Information:** Profile picture, name 'Dms Ictc', and email 'dms.ictc@ntschoools.net'. Links for 'Change photo', 'About me', 'Sign out', and 'Switch account' are visible.
- Office Background:** A dropdown menu currently set to 'Colorful'.
- Office Theme:** A dropdown menu currently set to 'Colorful'.
- Connected Services:** A list of services including 'OneDrive - Department of Education' (dms.ictc@ntschoools.net) and 'Sites - Department of Education' (dms.ictc@ntschoools.net). An 'Add a service' button is at the bottom.
- Product Information:** Details for 'Microsoft Office 365 ProPlus', including version '1708 (Build 8431.2153 Click-to-Run)', channel 'Semi-annual Channel', and ownership 'Belongs to: dms*****@nt*****.net'. A 'Manage Account' button is present.
- Office Updates:** A section indicating that updates are automatically downloaded and installed, with an 'Update Options' button.
- About Word:** A link to learn more about Word, Support, Product ID, and Copyright information.
- What's New:** A link to see the most recently installed updates.

A blue callout box with a pointer to the account information contains the text: "You should now be signed into Office and connected to you OneDrive - Department of Education folder".

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