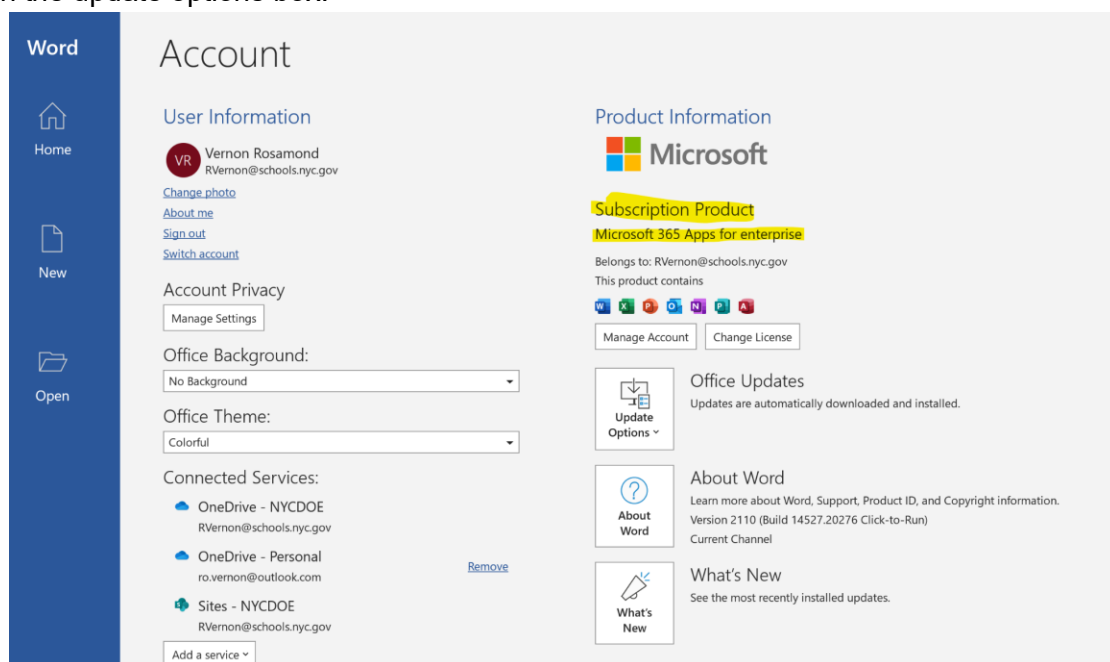# How to Verify and Move to Office 365 Subscription Product on all your DOE Devices

To create accessible documents, PowerPoints and Excel files, you really need the latest version of those apps (Microsoft Office) on your DOE computer. Follow these steps to 1. See if you have the most current versions and 2. Get them if you don't.

1. Check the version of Office that you have
   a. Open Microsoft Word on your device
   b. Go to File and Account
   c. If you see Subscription Product Microsoft 365 Apps for enterprise (see below) you are on the current version of O365 and it will be auto-updated if you select to do so in the update options box.
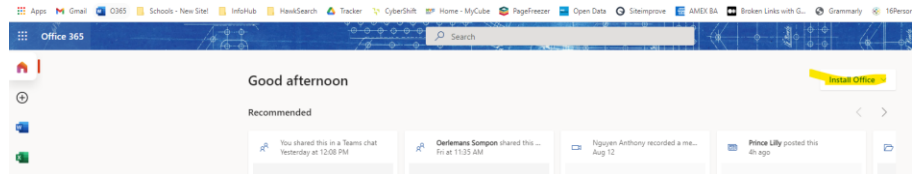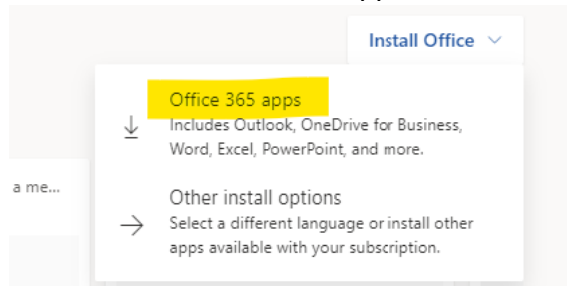

   i.
      Can you please give us a screenshot of what this looks like?
2. If you don't, you need to take these steps to get it on a DOE computer. Good news: Once you have the most current version, it will always update itself automatically!
   a. Open a Help Desk ticket requesting:
      i. To remove the Microsoft Office products installed on your device (this may be needed for both a desktop and if you have a DOE-supplied laptop).
         1. You need the helpdesk to do the uninstall because you do not have admin rights to the DOE computer and cannot change the image that is the backbone of the computer.

        ii.   To install one of your five free DOE Office 365 licenses on your device. Every DOE employee/consultant/student has access to five (5) free licenses.

            1. You need the helpdesk to do the install because you do not have admin rights to the DOE computer

b. You can access your licenses by Logging on to O365 https://www.office.com/ and with your DOE credentials ("youname@schools.nyc.gov" and your DOE password)

      i.   Once logged on, you will see this screen:

          1.

      ii.   In the top-right hand side of the screen you'll find the "Install Office 365 Apps" notice--in the image above it's highlighted in yellow. Click on the dropdown and select "Office 365 apps"
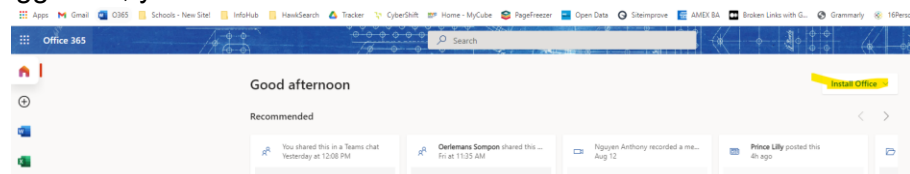
          1.

      iii.   If you do not have admin privileges, you may be able to do the software download but you will not be allowed to install the software yourself. That's what the helpdesk ticket is for.

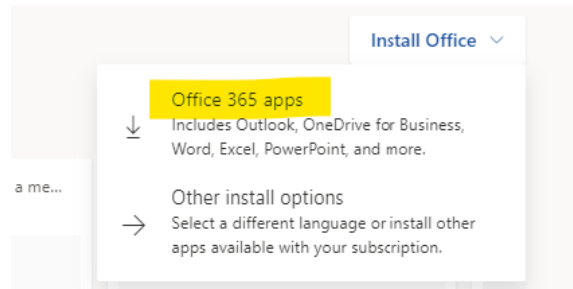## Want to use the extra licenses on your personal computers?

If you're checking your personal computer(s) and don't have the most up-to-date version, you can download and install it on your own. Good news: Once you have the most current version, it will always update itself automatically!

1. You can access your licenses by Logging on to O365 https://www.office.com/ and with your DOE credentials ("youname@schools.nyc.gov" and your DOE password)

    a. Once logged on, you will see this screen

        i.

b. In the top-right hand side of the screen you'll find the "Install Office 365 Apps" notice--in the image above it's highlighted in yellow. Click on the dropdown and select "Office 365 apps"

Microsoft will download the OfficeSetup.exe file (highlighted below). Double click on the exe file to initiate setup (this step requires admin rights on your device).