

# Staff download at home - Office 2016

Staff can download Office 2016 on personal devices at home.

Log in to Everett Public Schools Office 365 at <https://portal.office.com>

Your account name is *ID#@apps.everettsd.org*

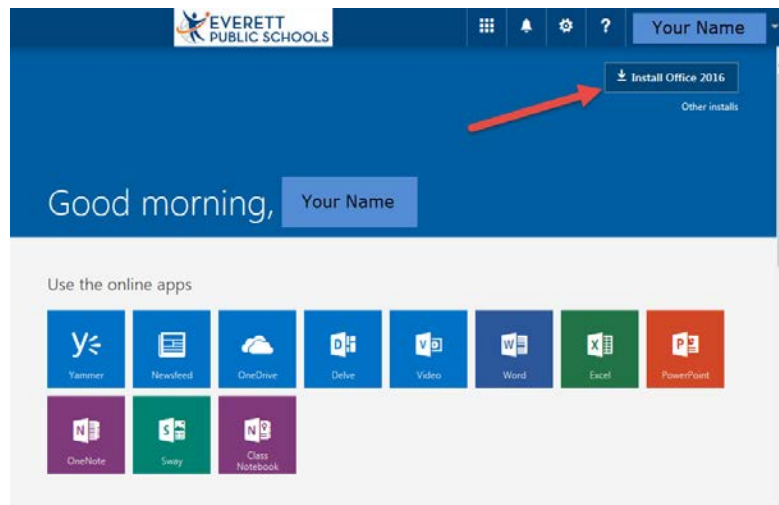
example 123456@apps.everettsd.org

and the password is the same as your computer login

Support for Office 2016 use on personal computers is directly from Microsoft.

[Microsoft Support Downloading](#)

[Microsoft Contact Us](#)



Note: Once you download Office 2016 products (Word, PowerPoint, Excel, One Note) from your EPS Office 365 account you remain logged in and connected to your EPS Office 365 One Drive unless you log out.

If the computer you have downloaded the Office Suite products to is a shared computer with other family members, you need to log out of the applications to keep your files secure. Logging out will still allow use of the products to all computer users but it will remove access to EPS One Drive files.

Office 2016 downloads through Office 365 remains in use as long as a staff member is a full-time or part-time employee in Everett Public Schools.

- Install on up to 5 compatible PCs and Macs, plus 5 tablets (including iPads)
- Includes 1TB of storage from OneDrive
- Office subscription continues as long as you are an employee of Everett Public Schools. Once the account is made inactive—all documents remain but Office 2016 tools allow for read only access.