**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.



Edge/Microsoft Edge

Chrome/Google Chrome



Internet Explorer

Firefox/Mozilla Firefox

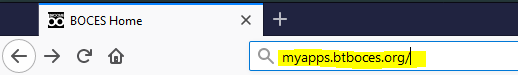


Safari (Mac, iPad, iPhone)

1. In the address bar at the top of the screen, type in the following:

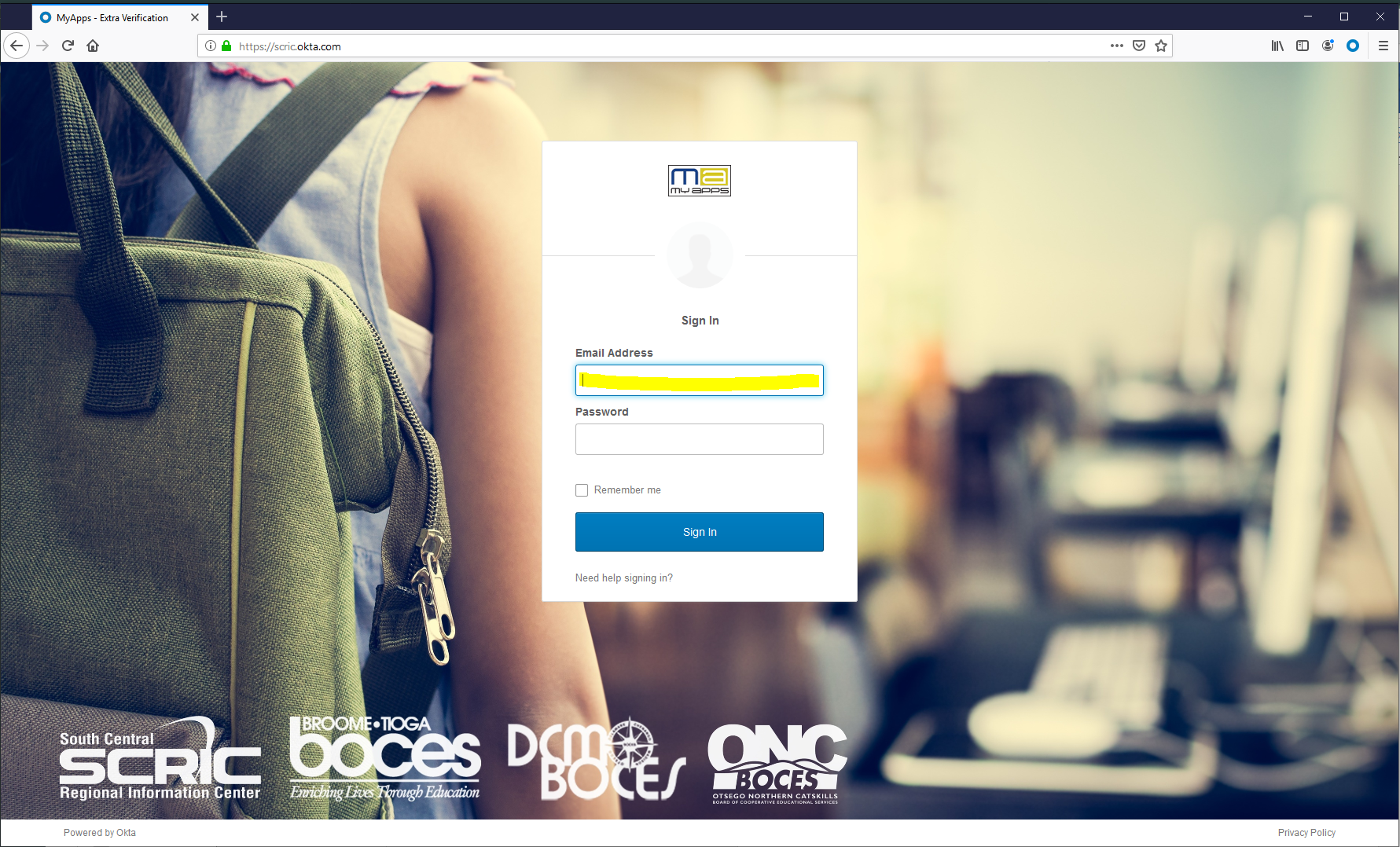
myapps.hancock.stier.org

and press/click Enter on your keyboard

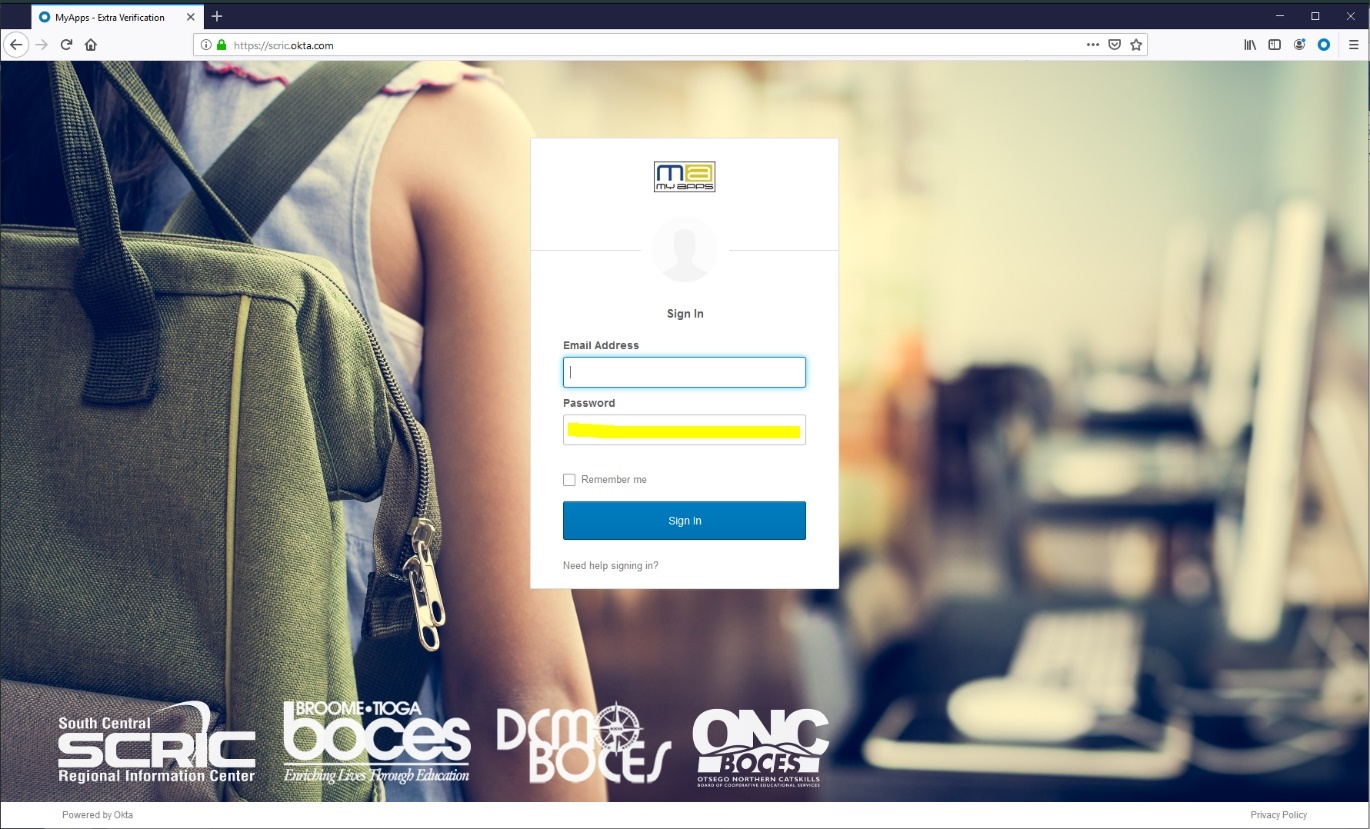


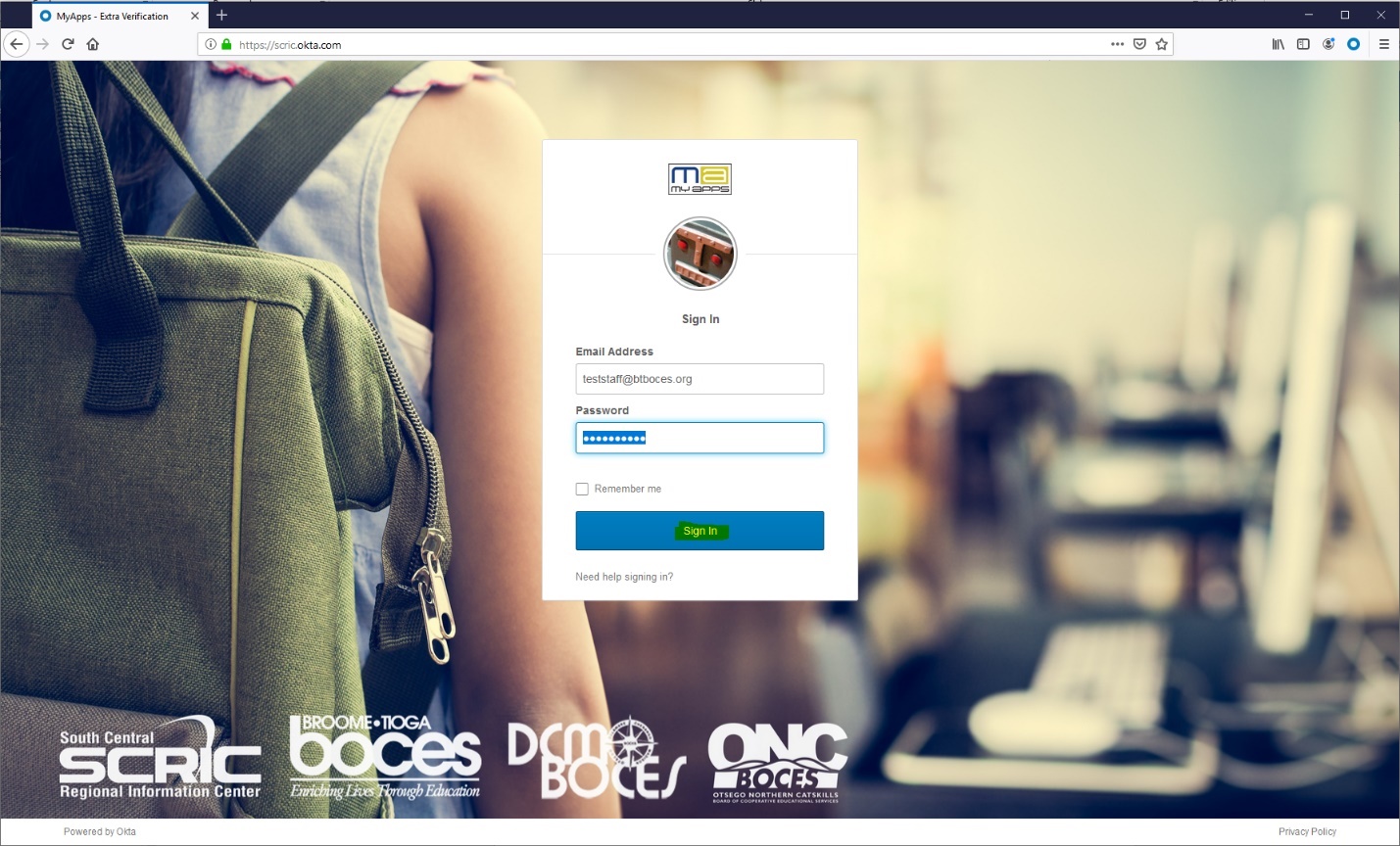
1. You will land on the page shown below. In the Email Address box, type in your school/work email address. Your email address is *typically* the first letter of your first name followed by the first seven letters of your last name @hancock.stier.org – it is the same user name used to login the computer when at school/work.

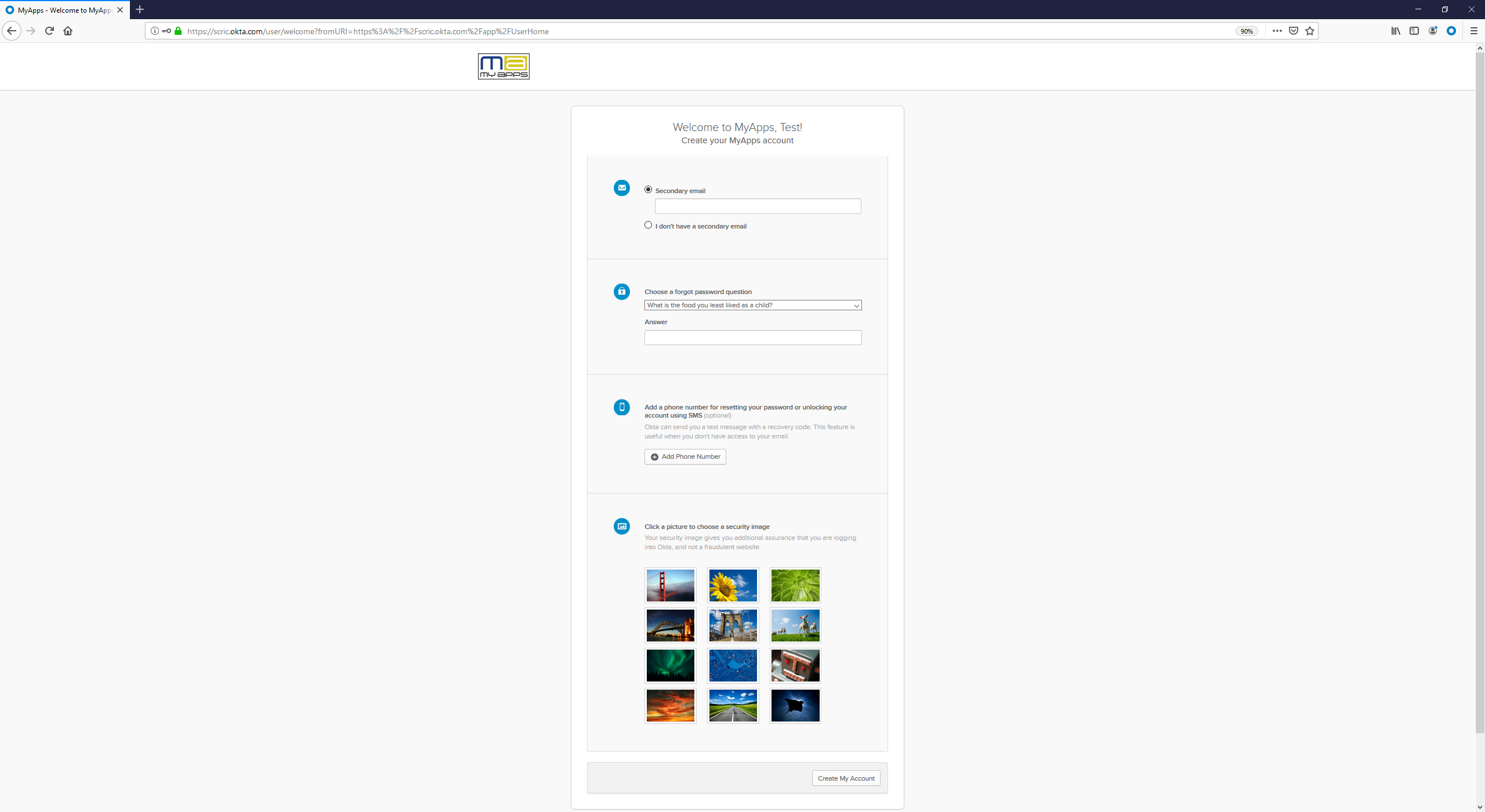
Example: John Williams would use: jwilliam@hancock.stier.org



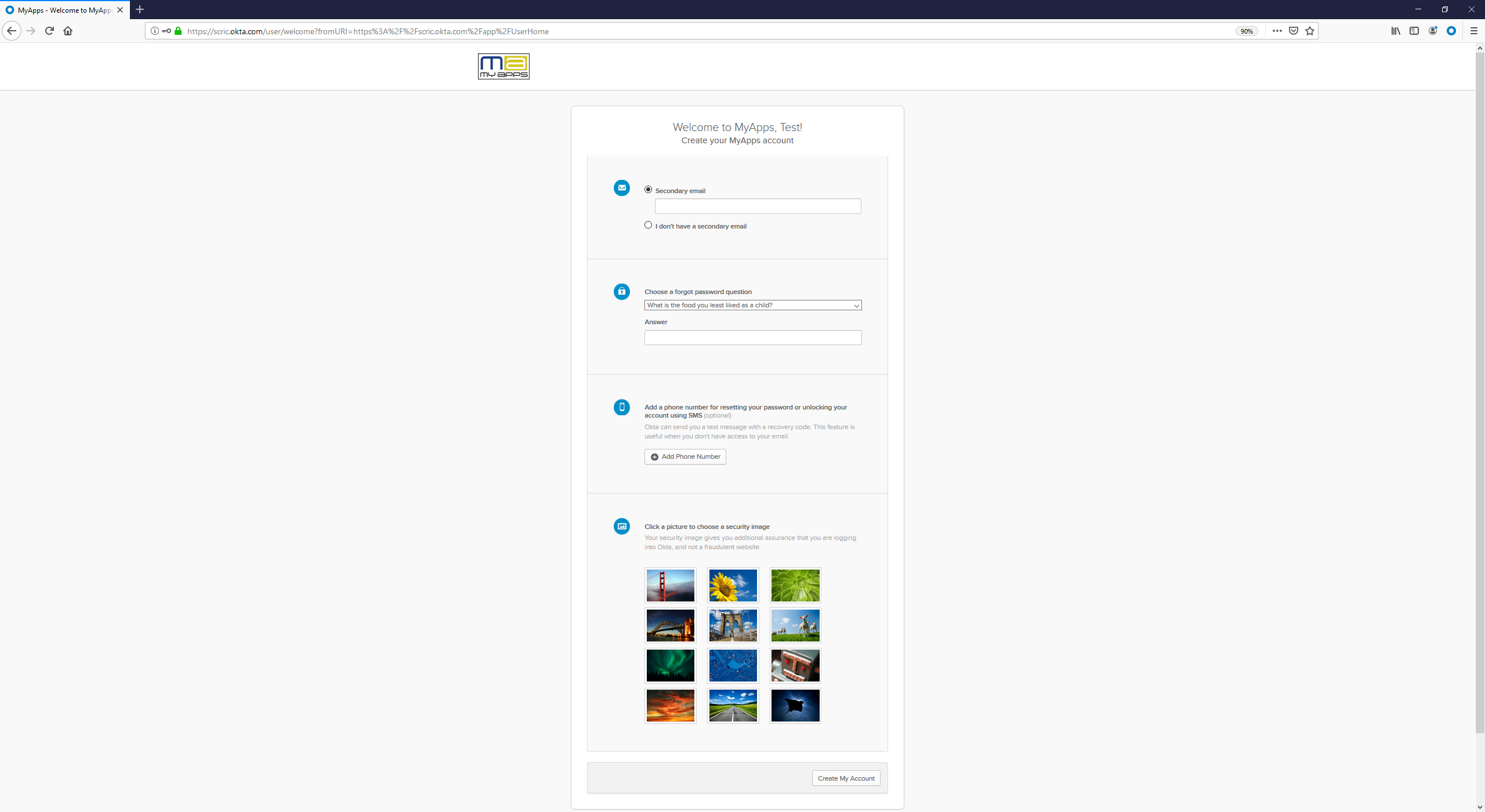
1. In the password box, enter your password. It is the same password used to login to the computer when at school/work. If you do not know your password, please call 607-766-3800 and a service desk representative will assist you



1. Once you enter your email address and password, click the blue Sign In button
2. If this is your first time signing in, you may see the screen below. If you do not see the screen below, please skip to step 8.



1. The screen below allows you to set-up the ability to reset your password on your own in the future (known as password self-service reset). There are two options for setting up password self-service reset:
   * Option 1: using a secondary email address (ex: personal email address like Gmail, Yahoo, etc.)
   * Option 2: using a cell/mobile phone number

Note: You can skip this process by clicking the Create My Account button in the bottom right-hand corner of the screen.

This is optional: To use a secondary email address for password self-service reset, make sure the secondary email button is selected and enter your secondary email address. Note: you will receive an email from MyApps Notification to confirm your email address – [click here](#CONFIRM_EMAIL_ADDRESS) for more information

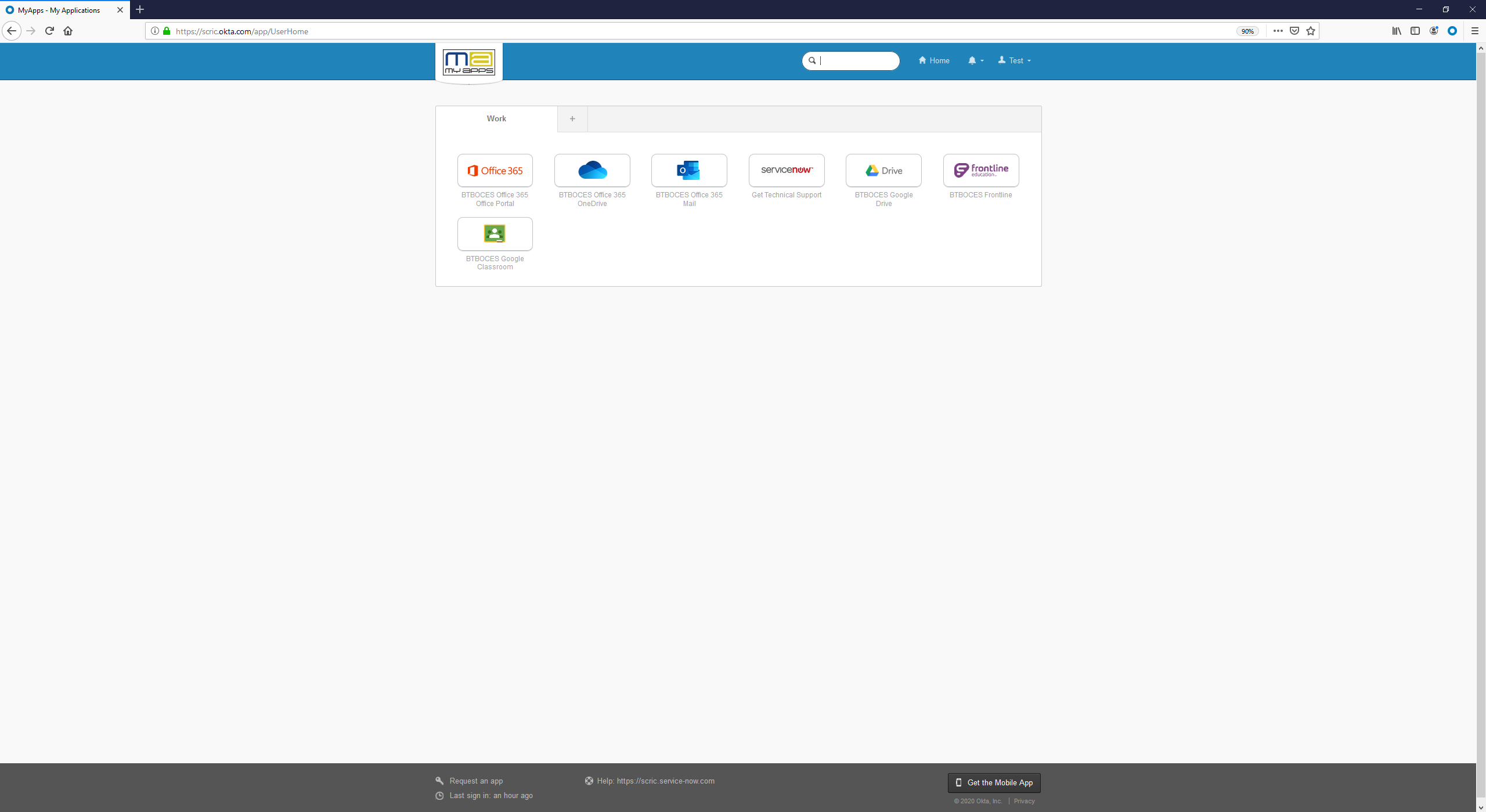
If you use a secondary email address or cell/phone number, this is required. Next select an option from the dropdown *Choose a forgot password question* and enter an answer for the question

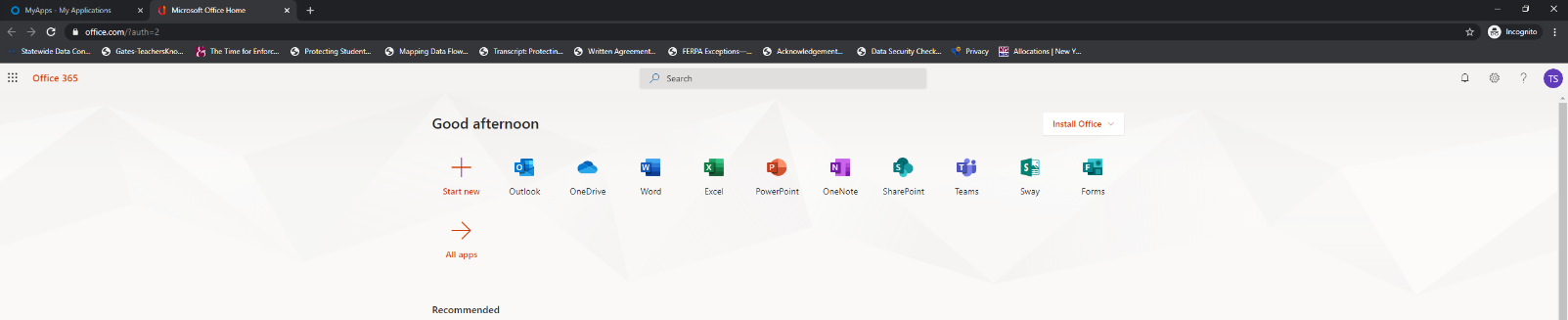
This is optional: To use a cell/mobile phone number, click the button Add Phone Number. A pop-up box will open for you to enter your cell/mobile phone number. Click on Send Code. Enter the code that is sent to your cell/mobile phone and click Verify. Once successful, click Done

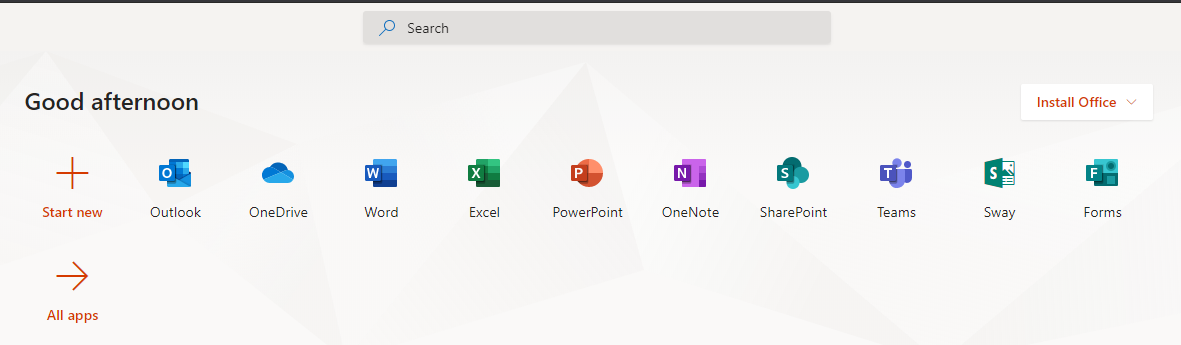
If you use a secondary email address or cell/phone number, this is required. Click on an image (when you see this image, you know you are logging into our website).

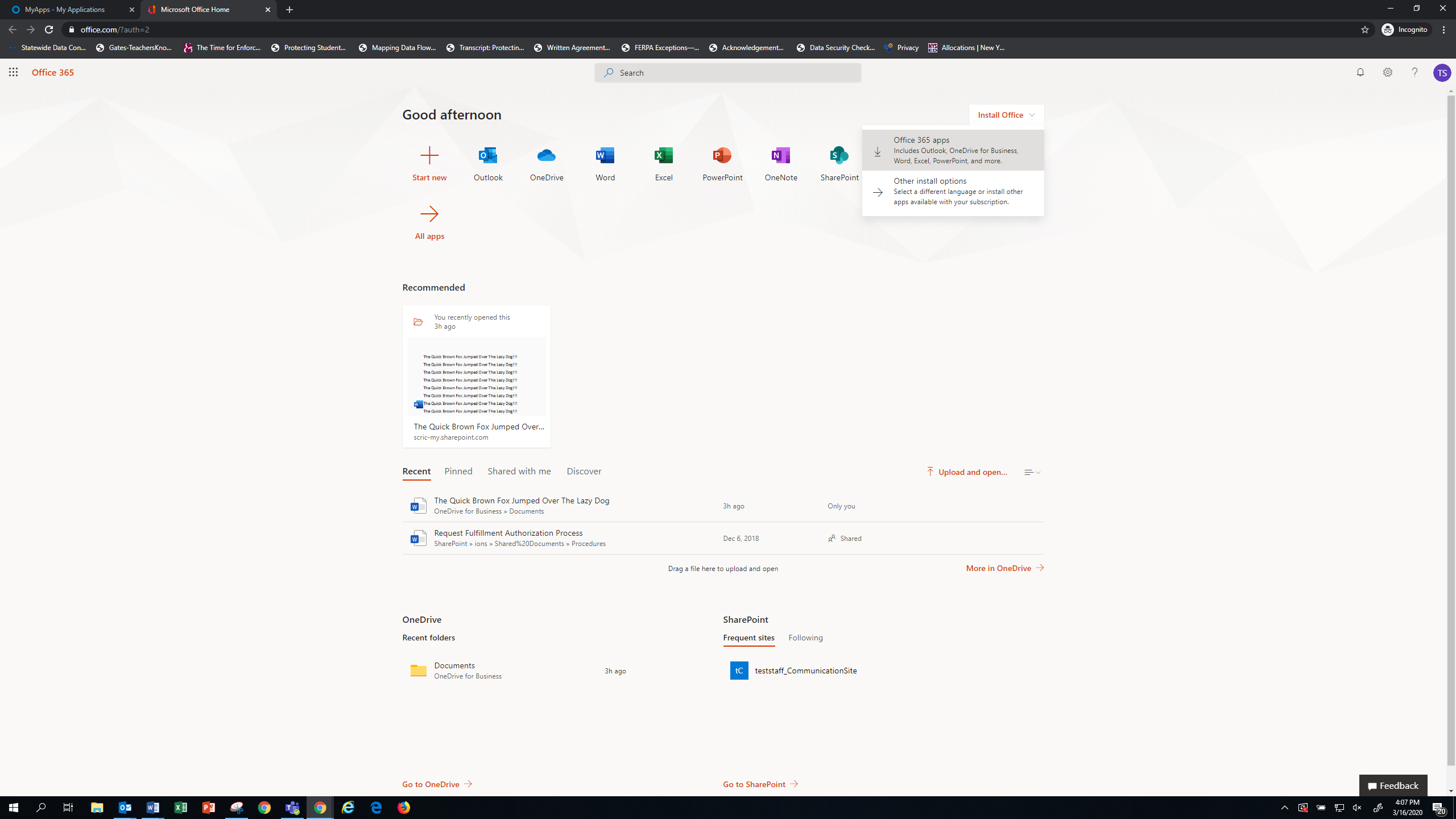
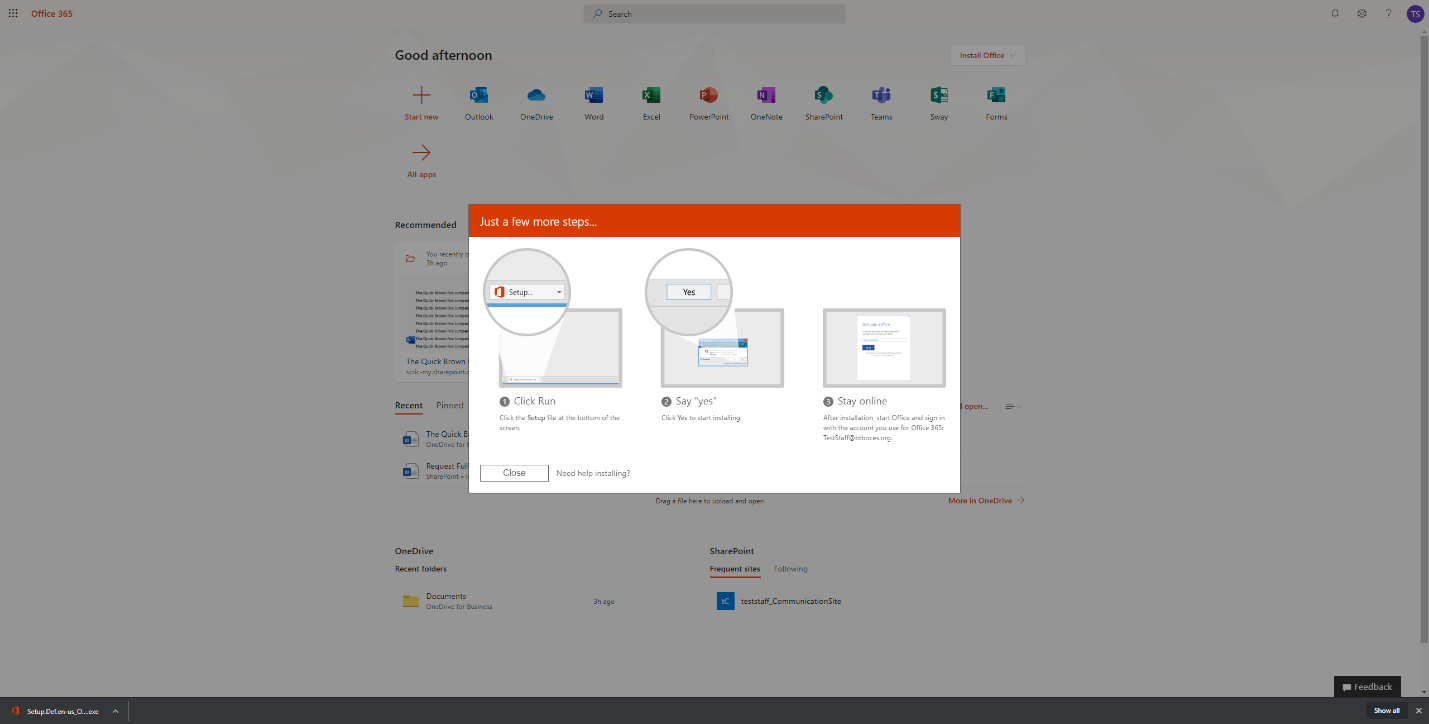
Click the button Create My Account

1. 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 **BTBOCES Office 365 Office Portal** icon.



1.  An additional browser tab will open that is similar to the image shown below.
2. 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.



1. When clicking the Install Office button dropdown, please select the first option Office 365 apps.
2. Follow the steps provided on the screen to install the software as shown in the image below.

1. 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.

