



**To install Office ProPlus on your scholar's desktop,  
please follow these steps:**

- Go to <https://www.office.com/signin>
- Login using their CMSD email username and password
- Once logged in, click on the “Install Office 2016” icon at the top-right menu
  - Follow the step-by-step instructions.

Please see the below website for more information:

<https://www.clevelandmetroschools.org/Page/11991>

If you need additional support, please call 216-838-0440

