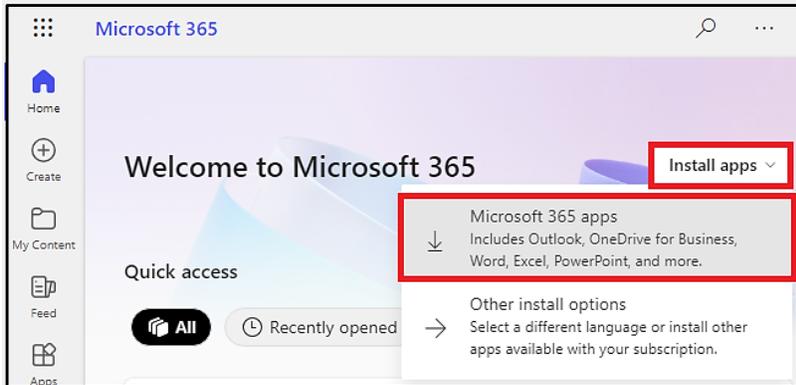


Microsoft Office 365 Install

Students-Faculty-Staff

1. Go to www.office.com and login to your **WORK/STUDENT** email account.
2. In the top-right corner, select **INSTALL APPS**. Then from the drop-down menu select **MICROSOFT 365 APPS**.



3. Go to **DOWNLOADS** and click on the **OFFICE 365** installation file. Depending on your browser, select **RUN** (in Microsoft Edge), **SETUP** (in Chrome) or **SAVE FILE** (in Firefox).
 - If you are on an Apple device, it will download the Office for Mac installer, if you are on a Windows PC, it will download the normal Office installer.
 - If you see the User Account Control prompt that says, **DO YOU WANT TO ALLOW THIS APP TO MAKE CHANGES TO YOUR DEVICE?** select **YES**. Then the installation will begin.



4. After installation, Office 365 will need to be activated, it will not work until this is complete.
 - Open one of the Office 365 applications (**Word, Excel, PowerPoint**). This can be done by searching for the applications in the **START MENU**.
 - When opening (Word, Excel, PowerPoint) for the first time, it will pop-up a window saying, **"SIGN IN TO SET UP OFFICE"**.
 - When you sign-in, make sure to use your **WORK/STUDENT** email and password.

