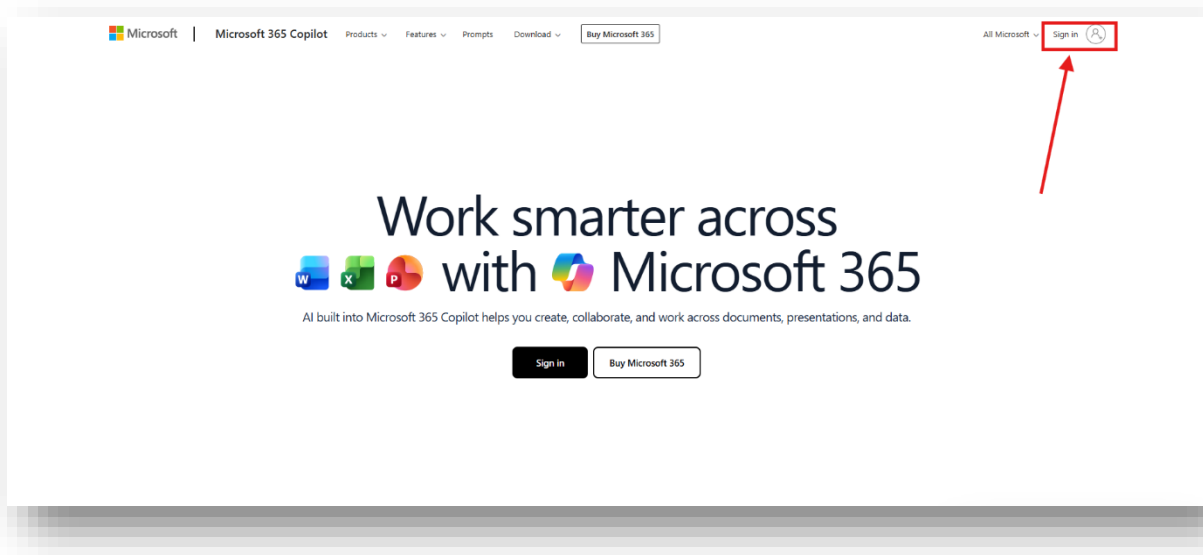


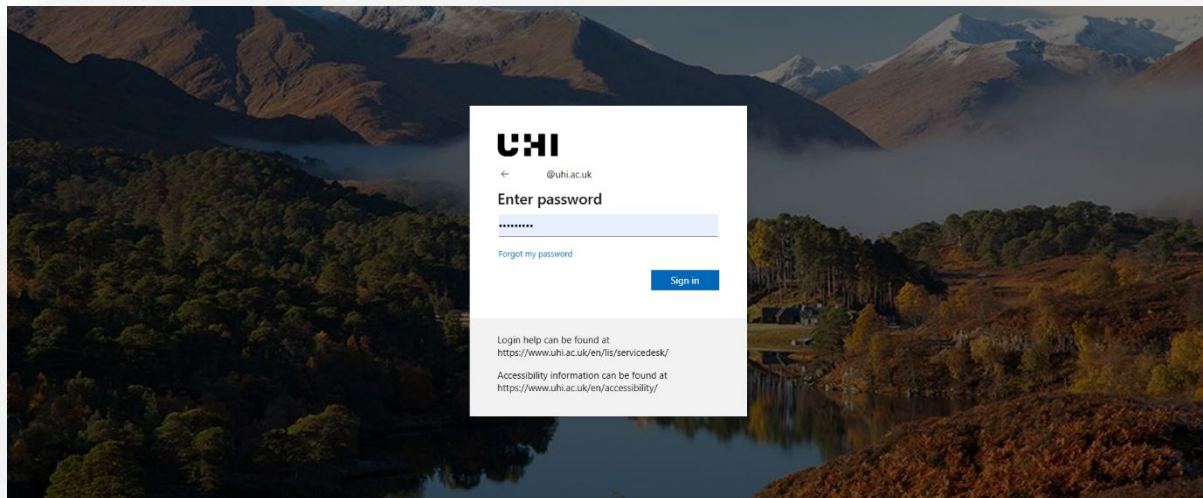
How to Download and Install Microsoft Office

To download Microsoft Office, you will need your student or staff email address and password.

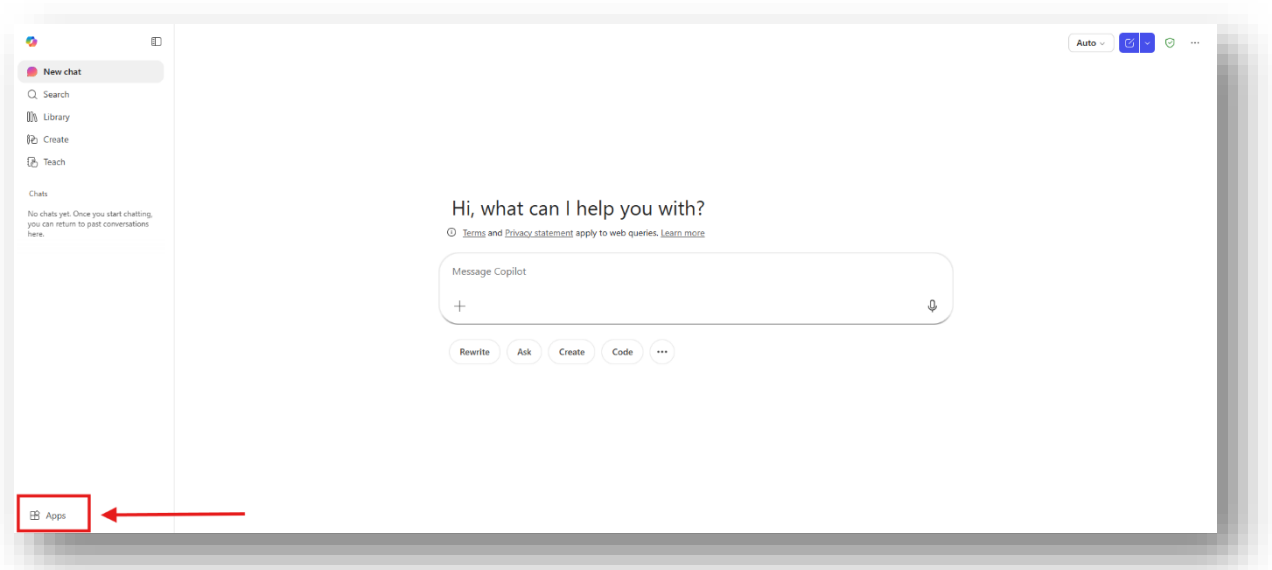
1. Go to Office.com



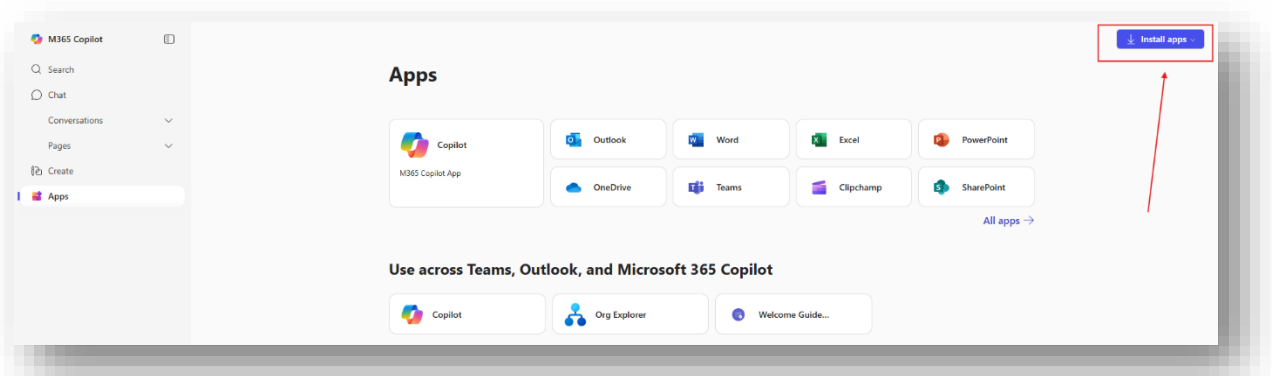
2. Login using your student or staff credentials



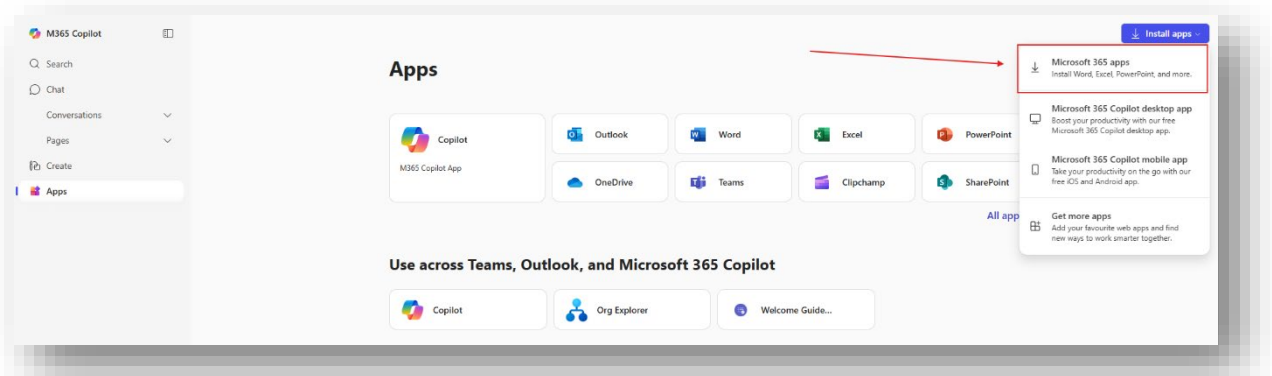
3. On the left side of the page, click on “Apps”



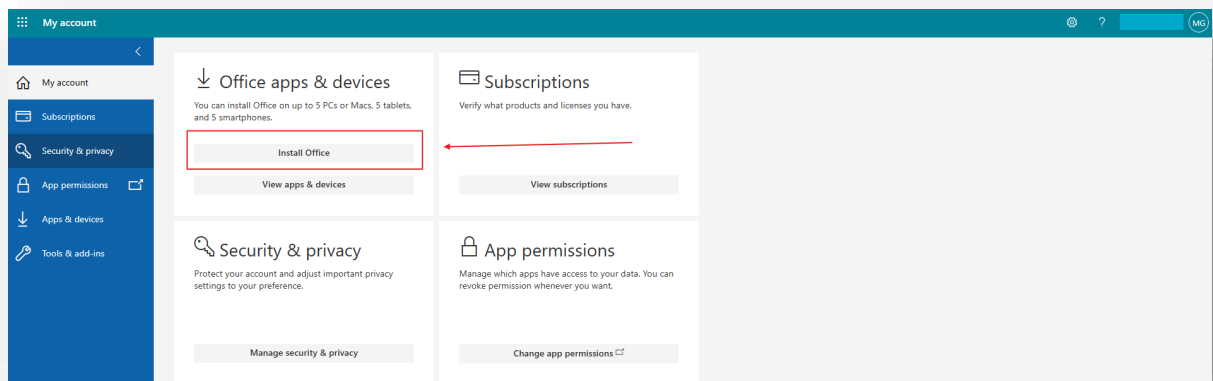
4. Select “Install apps” in the top right



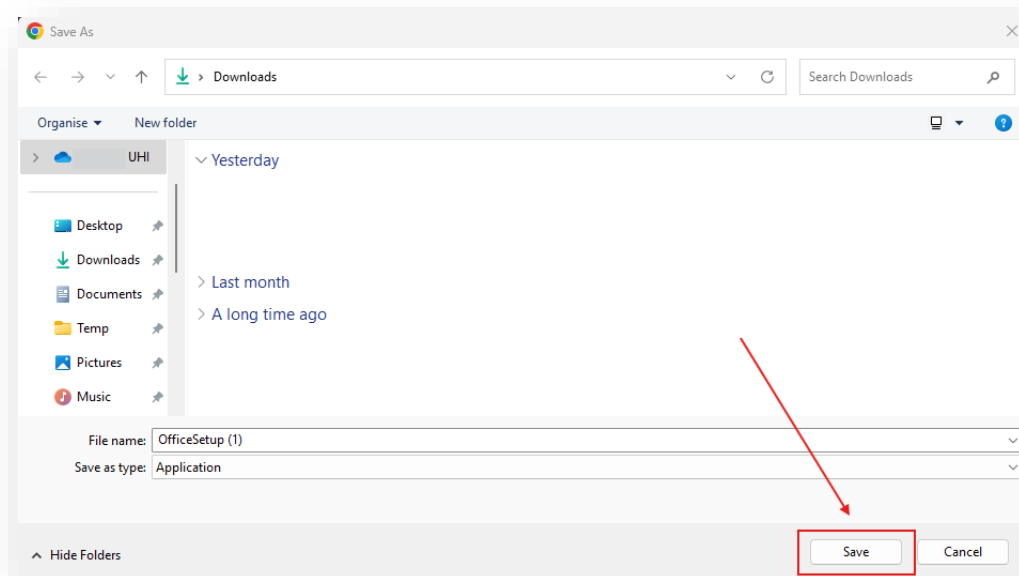
5. Choose “Microsoft 365 apps”



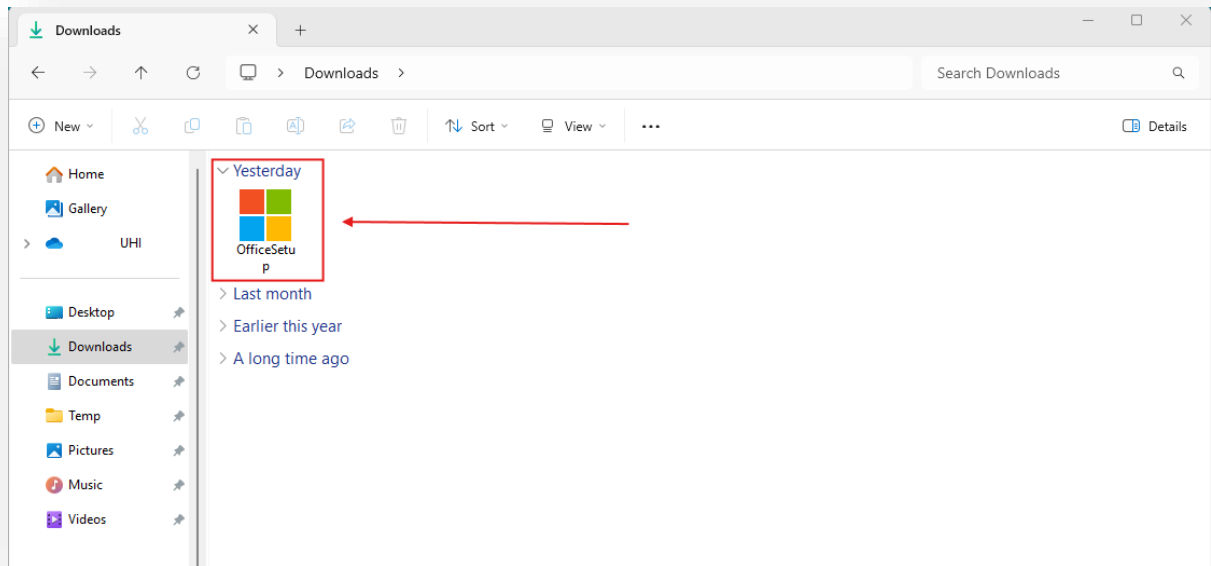
6. Under “Office apps & devices”, select “Install Office”



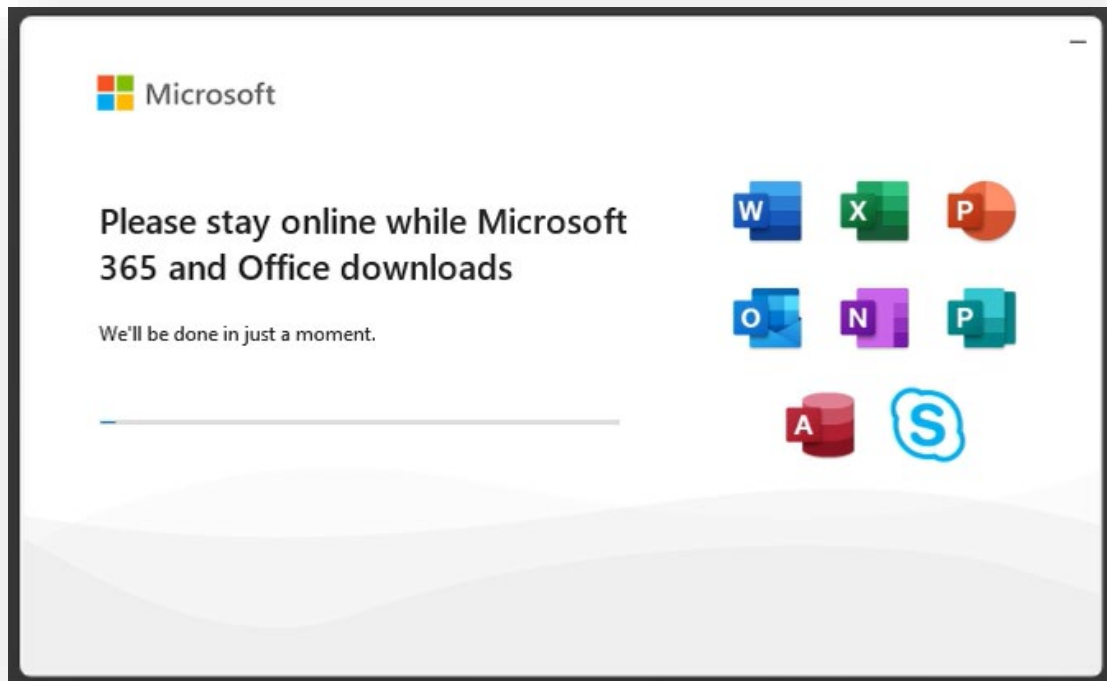
7. Choose “Save” to save it to your Downloads folder



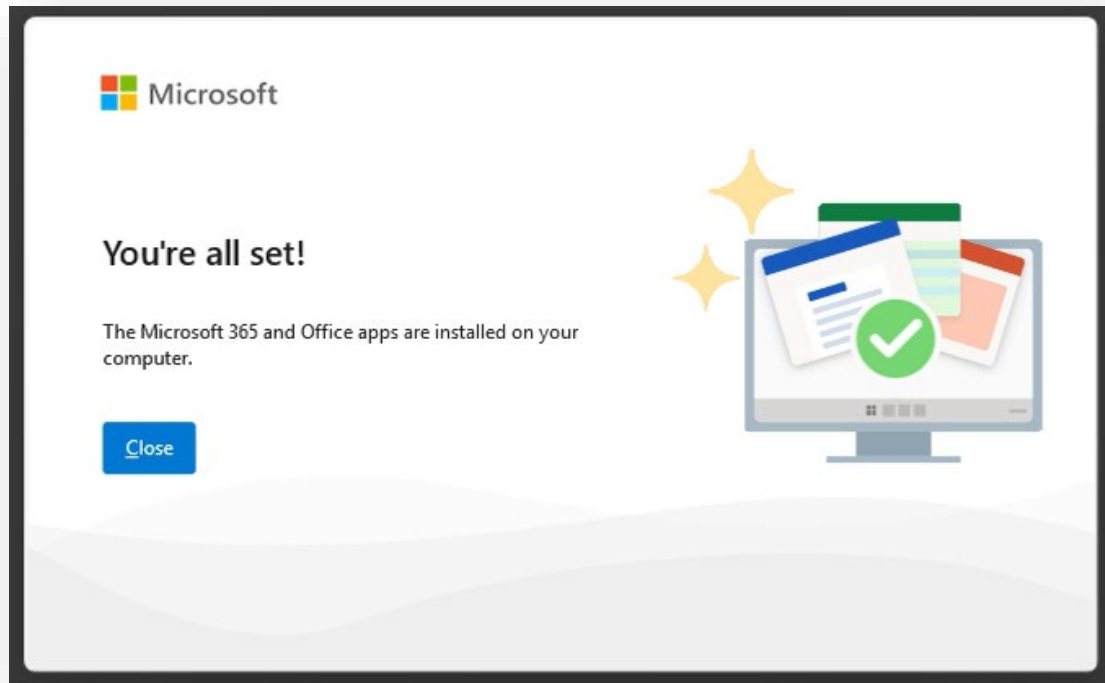
8. Open your Downloads folder and double click the “OfficeSetup”



9. Office will begin installing. This can take a few minutes



10. Once completed, you should see the below screenshot. Press close and Office programs should now be accessible on your computer.



You may need to restart your device for the installation to complete.