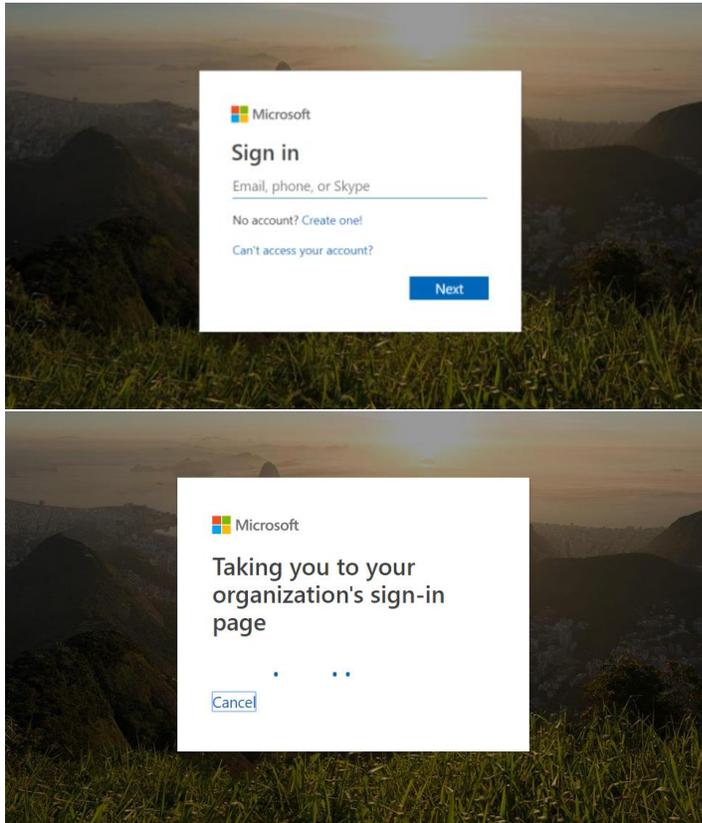
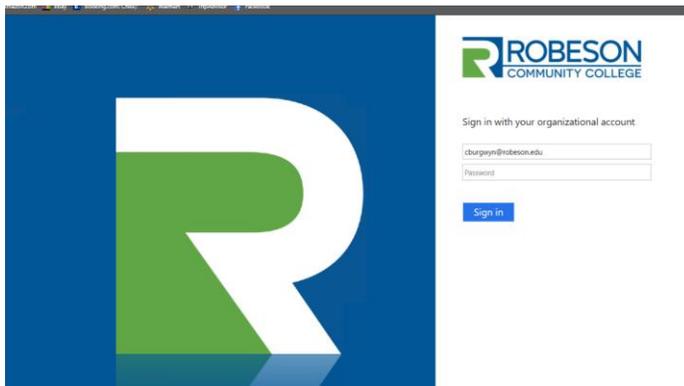


Go to: <https://portal.office.com>

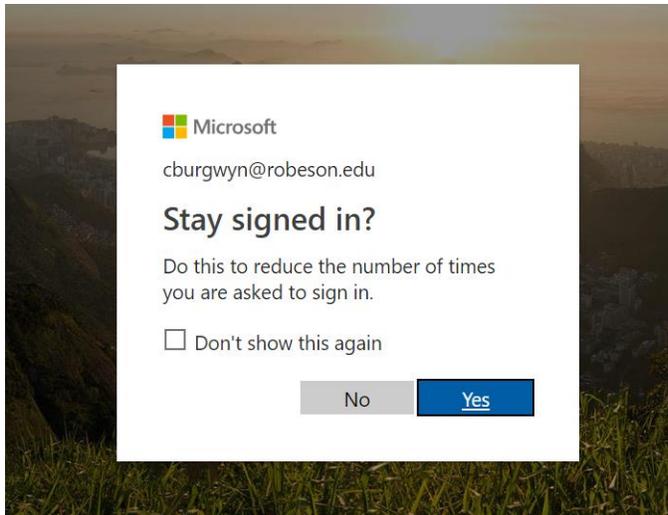
Sign in using your school credentials (network username and password); you should get the following two screens



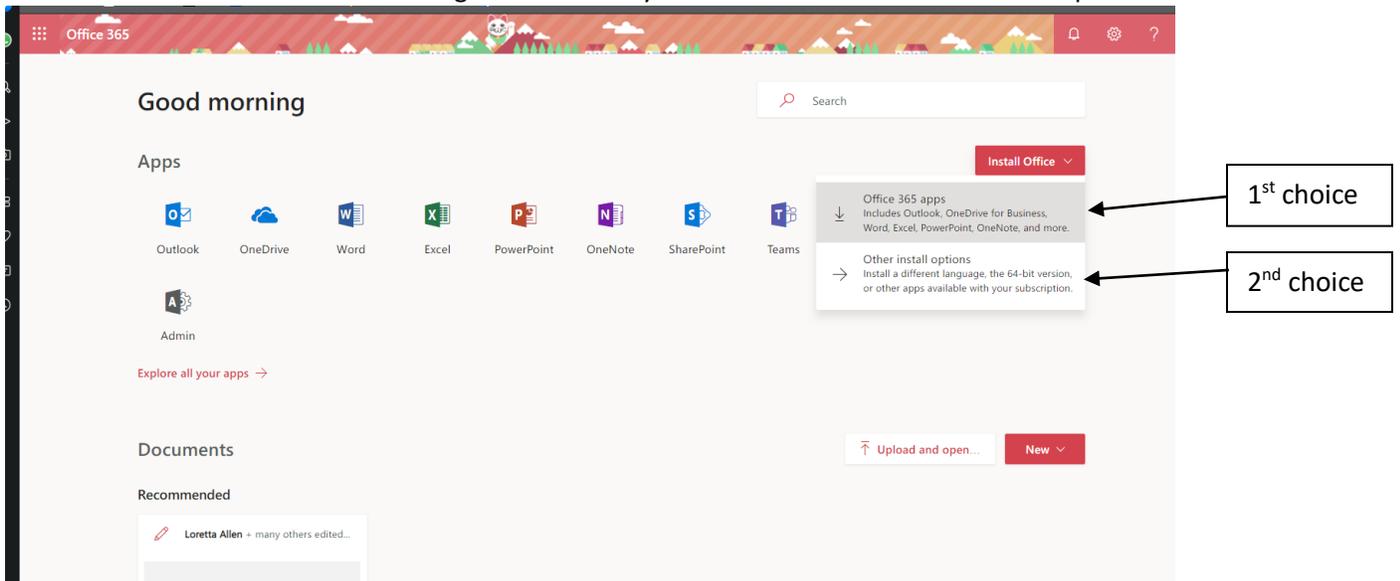
You'll then be redirected to this screen:



When you log in, you'll get this screen and if you choose to stay logged in until your password changes, you can select "Yes", otherwise select "No"

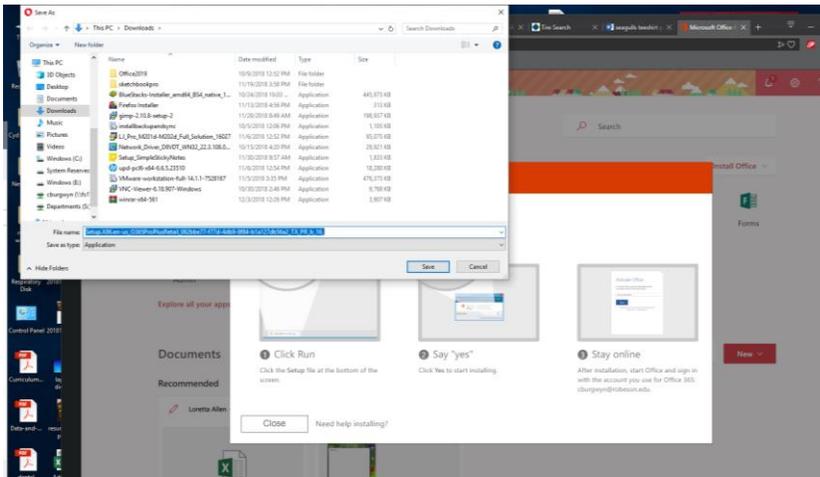


You'll then be directed to the following screen where you'll click on the "Install Office" drop-down.



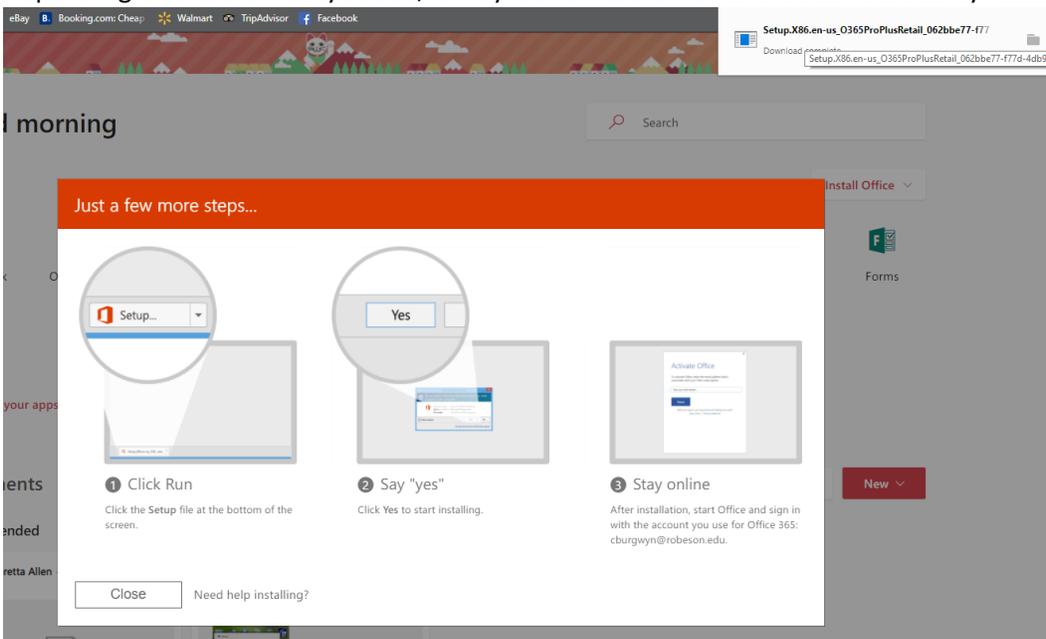
From this page you can also explore all the apps you have access to as a student or staff and you can access the Office web apps that will be store the documents to your network One Drive. This page will also show you recent documents stored/used on your One Drive and those shared with you.

The first choice opens the following window:



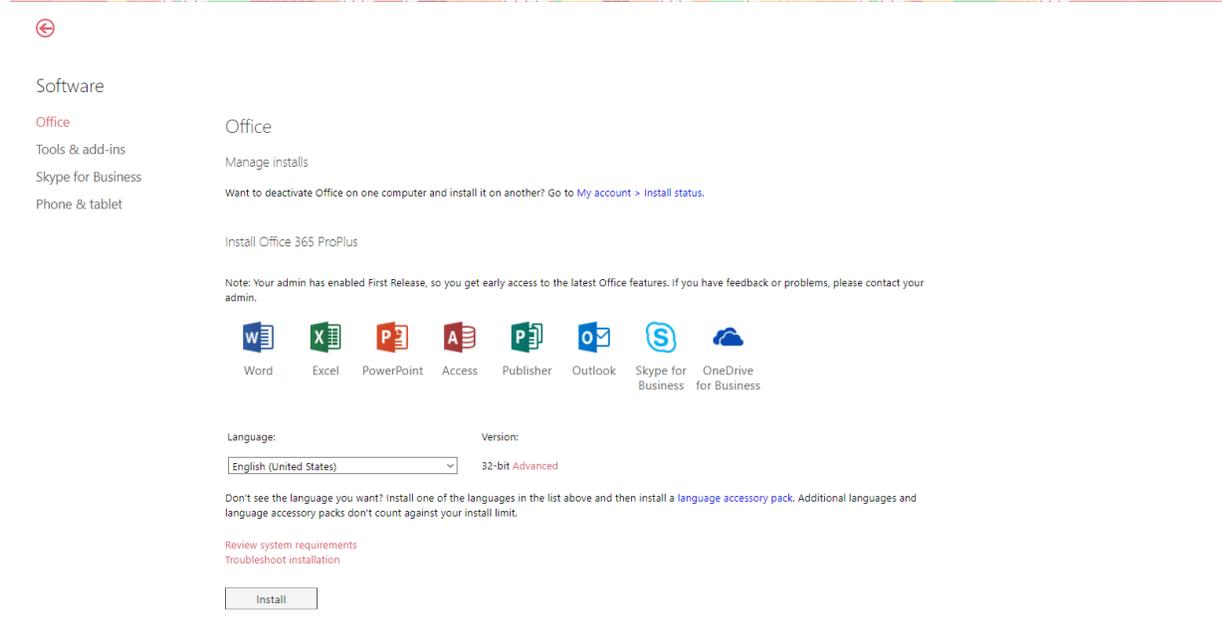
Here you get the choice to download the installer and choose where you want to save it to. Once you pick the place, the little window will close and you'll get a window similar to the following window.

Depending on the browser you use, it may look a little different but should be very similar.



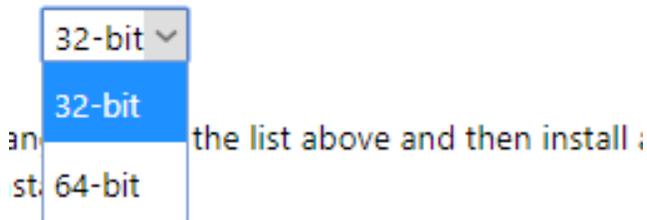
Just follow the on-screen directions.

The second choice takes you to the following screen:



From here you'll just install the software onto your computer. You will have the choice to pick the correct version for your Operating System which most will be 64-bit now. If you click on the Advanced link, you'll get the option below:

Version: Which version is right for me?



If you're not sure, you can click on the link "Which version is right for me?" and you'll be taken to a page that further explains.

You can also click on the web app you want to use from your web mail application by clicking on the square made from 9 little dots in the upper left-hand corner and opening the drop-down menu:

