## 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:

Sign in with your organizational account dsurponProblem. Present Sign in

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.

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l mornin	g		₽ Search	
Jus	t a few more steps			Install Office 🗸
< O your apps	Setup	Yes	Ativite Oto Introducesor Marine State	Forms
ents ended	Click Run Click the Setup file at the bottom of the screen.	Say "yes" Click Yes to start installing.	Stay online After installation, start Office and s with the account you use for Office cburgwyn@robeson.edu.	Ign in 365:
	Close Need help installing?			

Just follow the on-screen directions.

The second choice takes you to the following screen:

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Software				
Office	Office			
Tools & add-ins	Manage installs			
Phone & tablet	Want to deactivate Office on one computer and install it on another? Go to My account > Install status.			
	Install Office 365 ProPlus			
	Note: Your admin has enabled First Release, so you get early access to the latest Office features. If you have feedback or problems, please contact your admin.			
	Word Excel PowerPoint Access Publisher Outlook Skype for OneDrive Business for Business			
	Language: Version:			
	English (United States) V 32-bit Advanced			
	Don't see the language you want? Install one of the languages in the list above and then install a language accessory pack. Additional languages and language accessory packs don't count against your install limit.			
	Review system requirements Troubleshoot installation			
	Install			

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:

