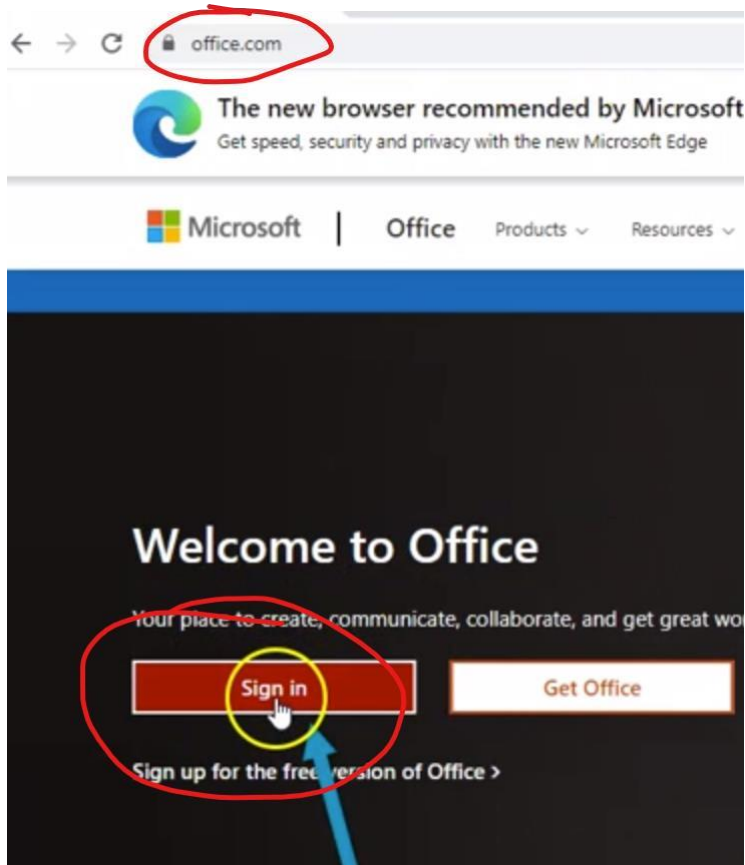


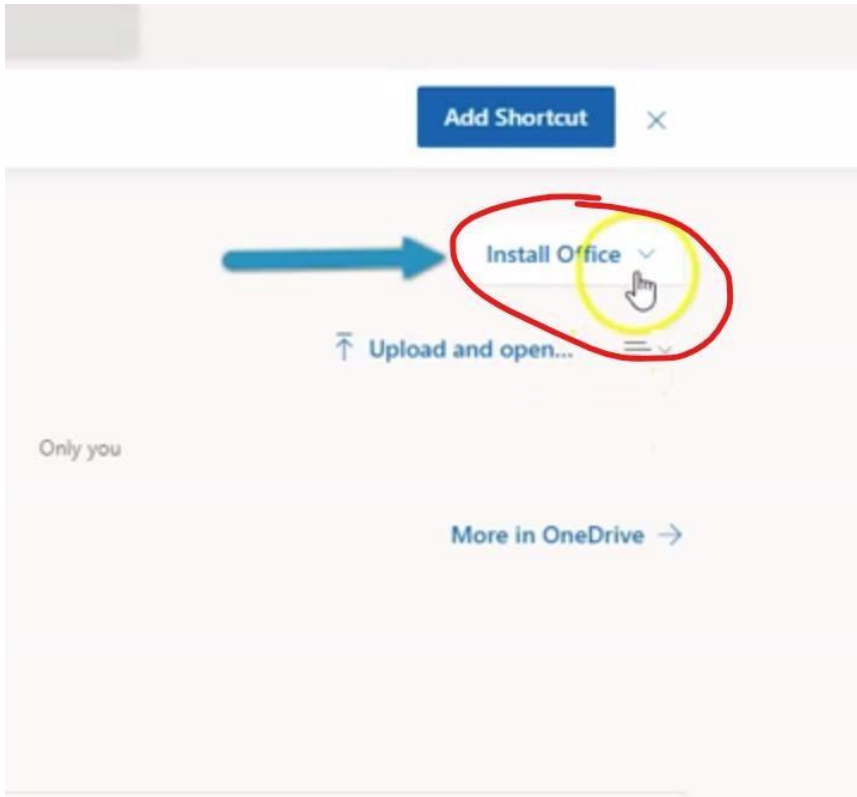
Installing Office – Windows Computer



1. Open up your internet browser and head over to www.Office.com.
2. When you arrive there, click the red Sign in button.



3. Sign in with your student email. You **must** use your @smail account for this installation to work.
4. Once you are signed in click on the Install Office button up at the top right.



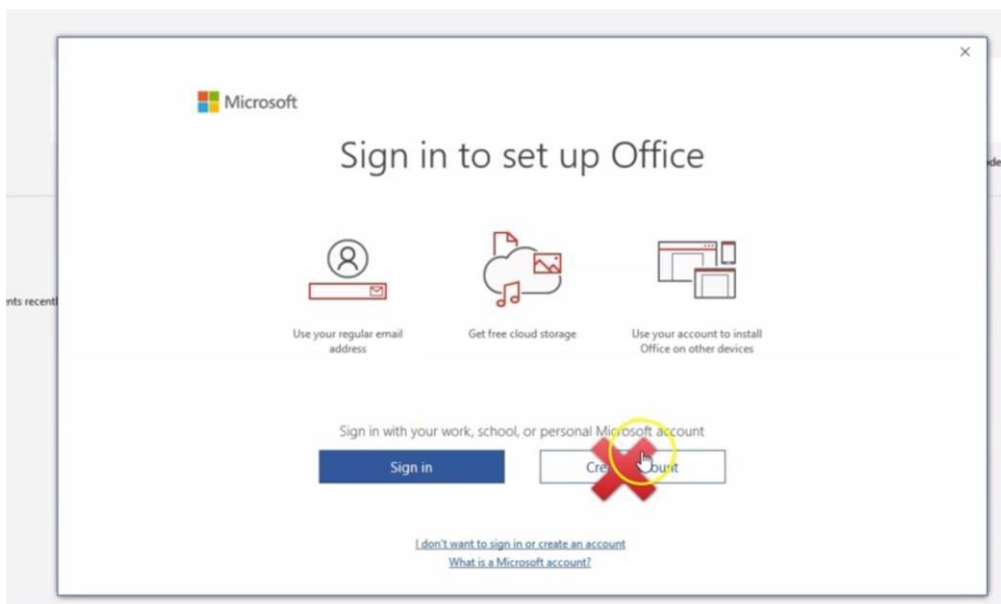
5. A download will begin, run the downloaded file. Office will automatically start to install after running the file.



6. Once the install is complete click close.



7. Go ahead and launch Word. You may need to go to the start button to access it.
8. After launching Word. **Do not create an account.** Click Sign In and use your student email account.



9. After you sign in follow the prompts and Word will be automatically activated.

