1. Navigate to <u>https://www.office.com</u> Click **Sign in** in the top right-hand corner.



2. Sign in using your student account.

Sign in		
abc123@students.pt	tcollege.edu	
No account? Create or	ne!	
Can't access your acco	unt?	
	Back	Next

3. Once logged in, click **Install Office** in the top-right corner, and select **Office 365 apps** from the drop-down menu.

	Install Office ~
$\overline{\uparrow}$	Office 365 apps Includes Outlook, OneDrive for Business, Word, Excel, PowerPoint, and more.
$\rightarrow$	Other install options Select a different language or install other apps available with your subscription.

## 4. This will download

Microsoft\_Office\_16.64.22081401\_BusinessPro\_Installer.pkg. Run this to begin the install of Office in the background.

Ś	④ ① + 昭	
	Downloads	Clear
	Microsoft_Office_16.64.22081401_BusinessPro_Installer.pkg 2.11 GB	٩
	Install Office ~	

	😺 Install Microsoft Office	۵
	Welcome to the Microsoft Office Installer	
Introduction	You will be guided through the steps necessary to install this software.	
License		
<ul> <li>Destination Select</li> </ul>		
Installation Type		
Installation		
Summary		
	Go Back Continue	

5. The install is finished when you see the phrase, **You're all set! Office is installed now** and you will be able to find the applications listed in **Finder**. Select **Close**.

