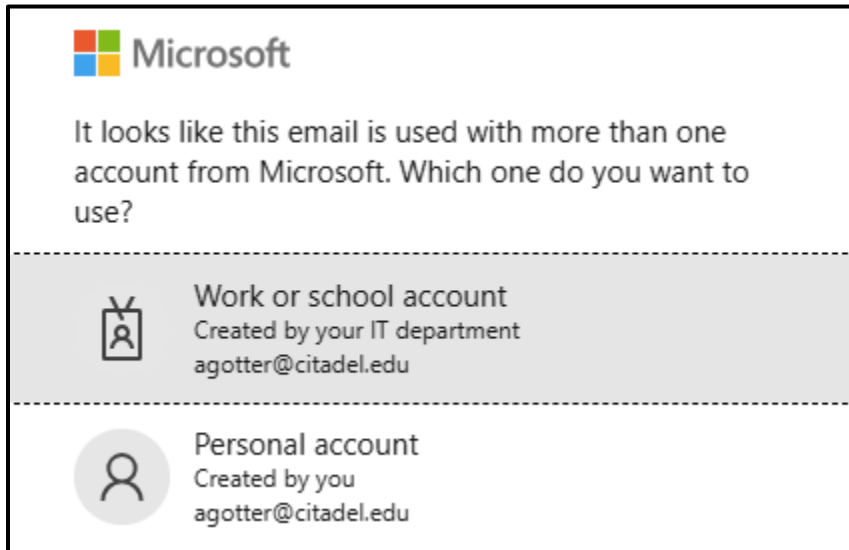


User Guide to Downloading Office 365 Products

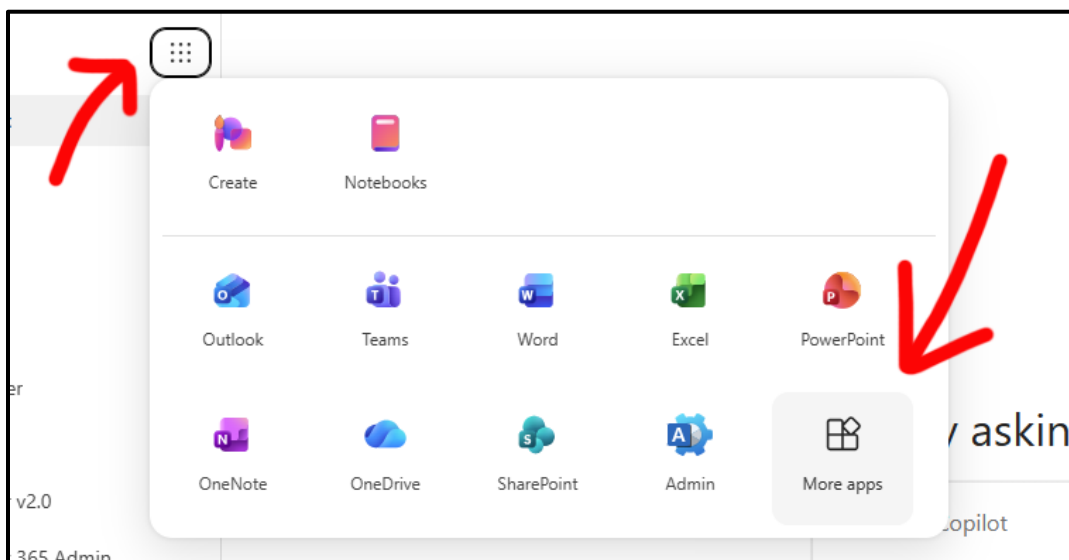
1. Go to www.office.com and select **Sign In**

Note: For PCs, use any browser of your choice. For Apple computers, Chrome works best with this download.

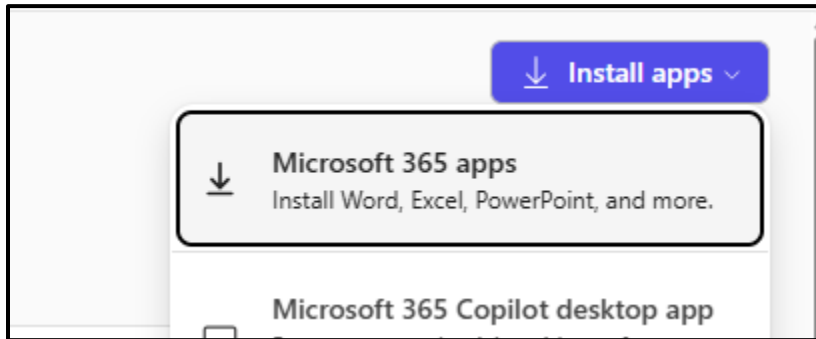
2. Enter your citadel **email address** and **password**.
3. Select work or school account if prompted.



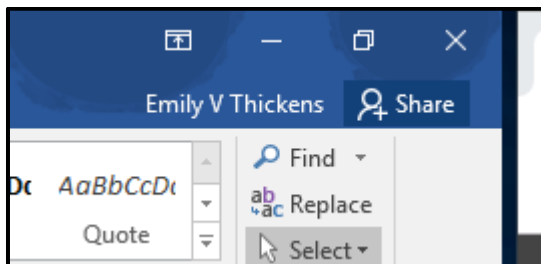
4. After signing in, select the waffle menu in the top left corner and then select More apps.



5. In the top Left Corner Select “Install apps” and then select “Microsoft 365 Apps”



6. Once the installer finishes downloading, open and select **Yes** or **Run**. On an Apple computer, there are approximately four steps to click through, including entering your admin password. The installation process takes 15-30 minutes.
7. Once Office has finished installing, you will be prompted to accept a licensing agreement. Next, open one of the products (ex. Excel) and sign in for the first time with your **Citadel email** address and **password**.
8. Once you sign into one Microsoft product, you will automatically be signed into all products. This can be double checked by making sure your name appears in the top right hand corner of new documents:



Congratulations, you have now finished the installation!

If you need any assistance, please stop by the ITS Help Center in Bond 253 or call us at 843-953-HELP.