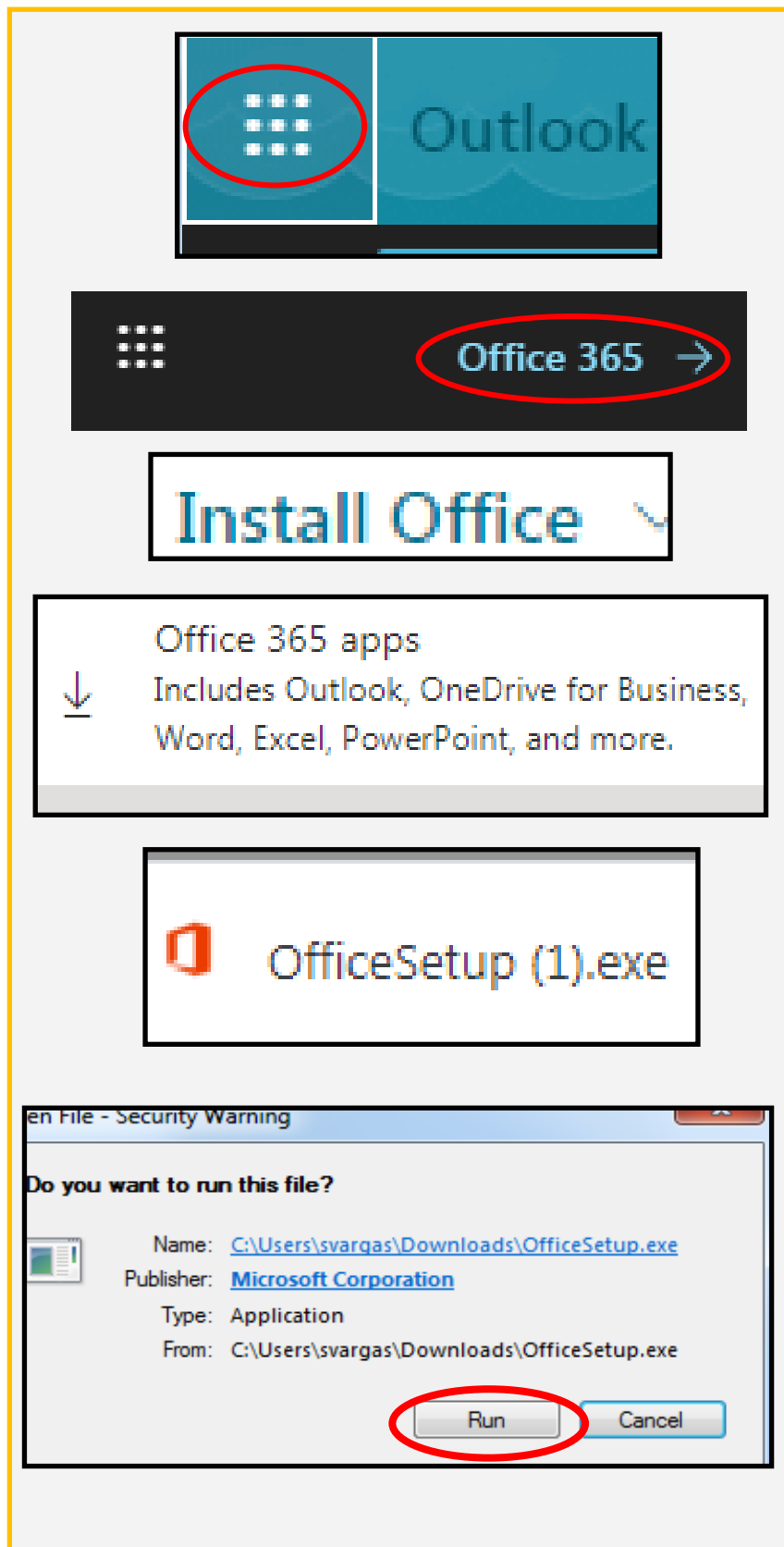## Downloading Office 365 on your computer:

Start by logging into your Student Outlook email

**1.** Go to the top left hand corner of your Outlook Email, click into the **squared boxes**.

**2.** Click into "**Office 365"**, and it will take you to a window where you will be able to "**Install  Office."**

**3.** Select "**Install office"**, a pop up box will appear, and you will select **"Office 365 apps."**

**4.** At the bottom right-hand corner you will select "**OfficeSetup"** after you click onto it, a **"Just a few more steps.."** pop-up will appear.

**5.** You will now select **"Run"** download. In a few minutes, you will successfully install Office  365 onto your device.

**If you have any issues please feel free to reach out to us!**



**Distance Education**

*Going the Distance for our students!*