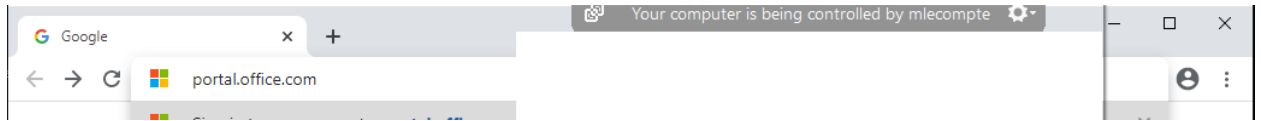
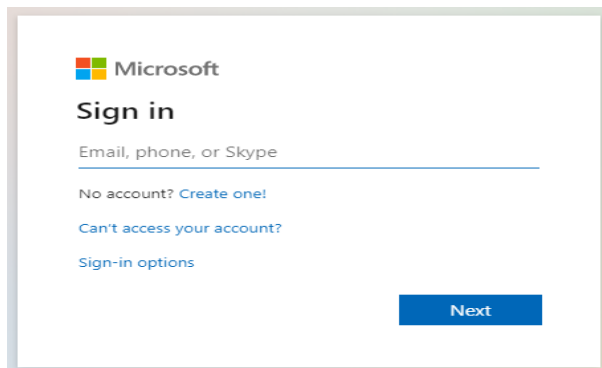


To install MS Office 365

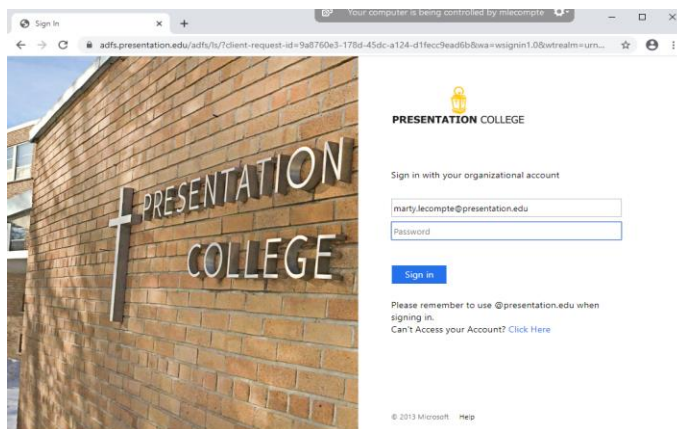
1. Open your Internet browser, Chrome, FireFox or whatever you use.
2. In the address bar type: `portal.office.com` and hit enter



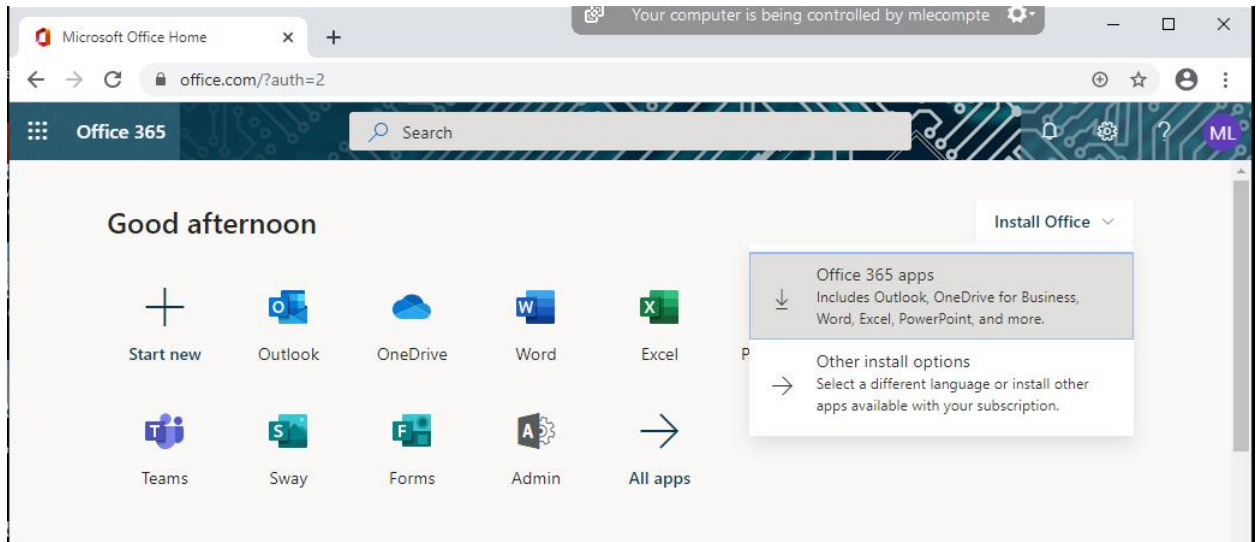
3. You should see a Microsoft Sign In screen



4. Type in your school assigned email user name: `first.lastname@presentation.edu` hit enter
5. Next you should a Presentation College login screen: enter your school email address and password. Hit enter



6. Next you will see Office 365 screen, with all MS Office applications displayed, click on the Install Office and select Office 365 apps



7. Next you will see a screen that indicates Just a few more steps... follow those three steps

