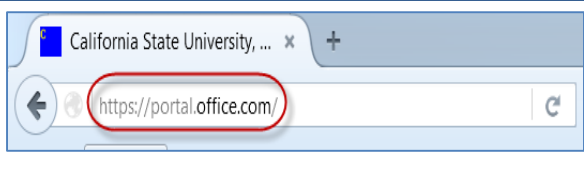
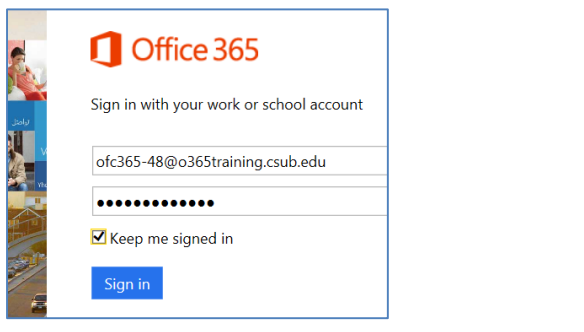
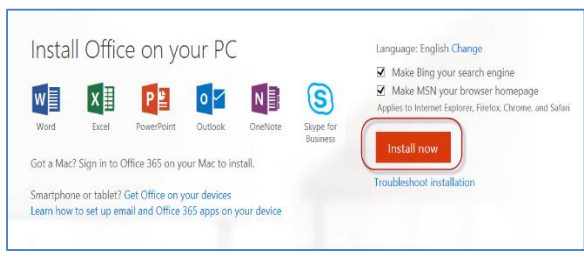

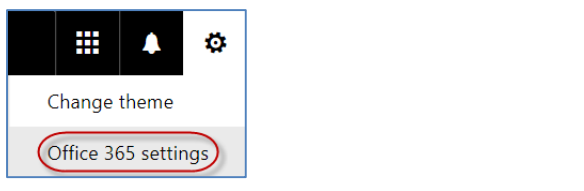
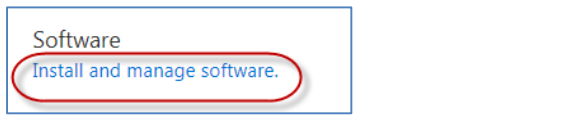
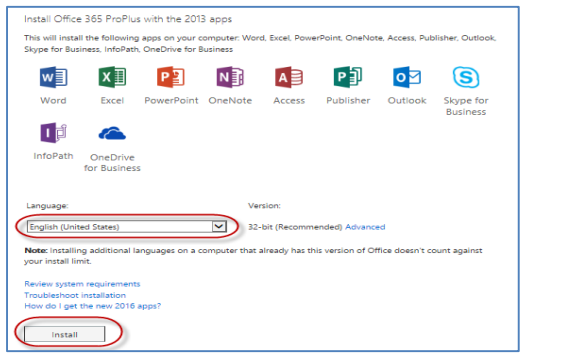


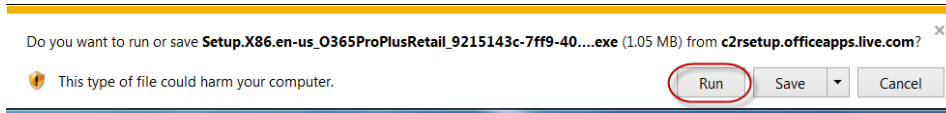
Download and Install Office for PC

With Office 365, you can download and install Office on up to five personal devices. To begin, you will need to login to Office 365 from a web browser. Be sure your pop-up blockers are disabled. These instructions will guide you in downloading and installing Office for a Personal Computer (PC).

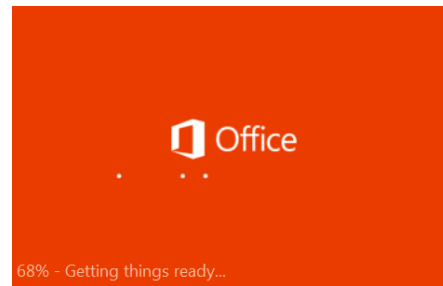
<p>1. To begin,</p> <ul style="list-style-type: none"> • Open your web browser, such as Internet Explorer • Navigate to: https://portal.office.com 	
<p>2. On the Office 365 page,</p> <ul style="list-style-type: none"> • Enter your email address • Enter your password • Click Sign in 	
<p>3. If your start page appears as shown,</p> <ul style="list-style-type: none"> • Click Install Now • Skip to step _____. • Otherwise, continue with the next step 	
<p>4. In the Navigation bar,</p> <ul style="list-style-type: none"> • Click the Gear,  • Click Office 365 Settings 	
<p>5. On the Settings page, click Install and manage software</p>	
<p>6. On the Office page,</p> <ul style="list-style-type: none"> • In the Language, select your language, such as English • Click Install 	

7. In you are using Internet Explorer, a pop-up window will appear at the bottom of the screen.

- To proceed, click **Run**

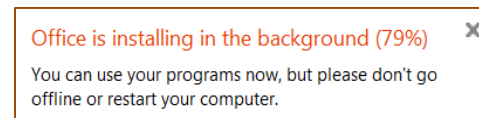


8. After you click Run, the download and install process will begin. You may see a message, such as the one shown on the right.

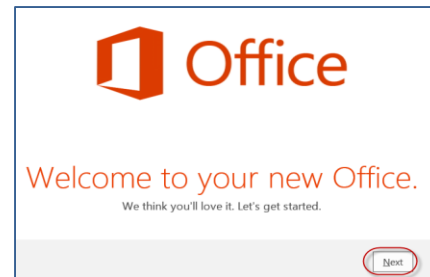


9. Also, you may notice a window in the lower left corner of your screen showing the install progress.

Do not restart or go offline, during this process.

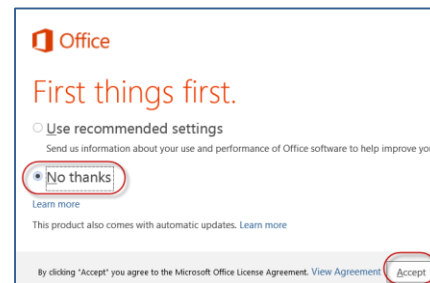


10. When you see the welcome screen, click **Next**



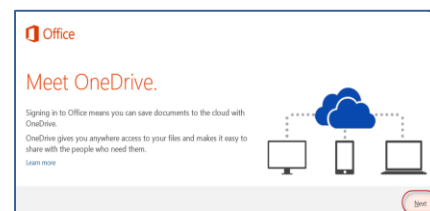
11. On the **First things first** page,

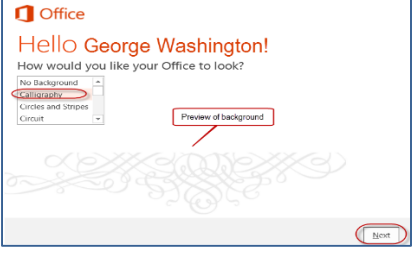
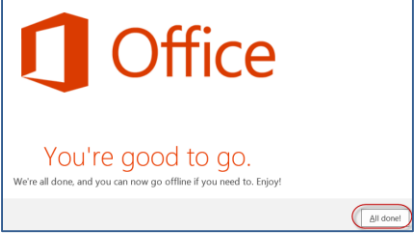


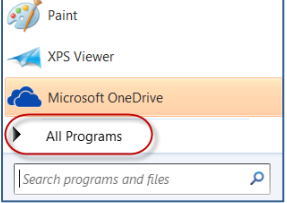
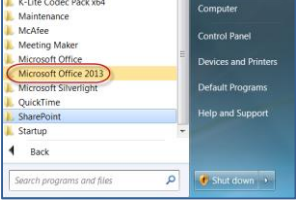
- Click **No thanks**
- Click **Accept**



12. While Office is installing in the background, you may see different information.

- On the OneDrive page, click **Next**



<p>13. On the Hello page,</p> <ul style="list-style-type: none"> Select a background, if you desire Backgrounds appear in the upper left hand side of the window. The preview will appear below the selection box. Click Next 	
<p>14. On the Getting things ready page,</p> <ul style="list-style-type: none"> Click Take a Look, if you desire 	
<p>15. When the You're good to go page appears,</p> <ul style="list-style-type: none"> Click All done! 	
<p>16. To find your new Office apps,</p> <ul style="list-style-type: none"> Click the Start button, , on your computer desktop 	
<p>17. From the Start menu, click All Programs</p>	
<p>18. Click Microsoft Office 2013</p>	
<p>19. When the folder opens, you will see all your new Office apps.</p>	