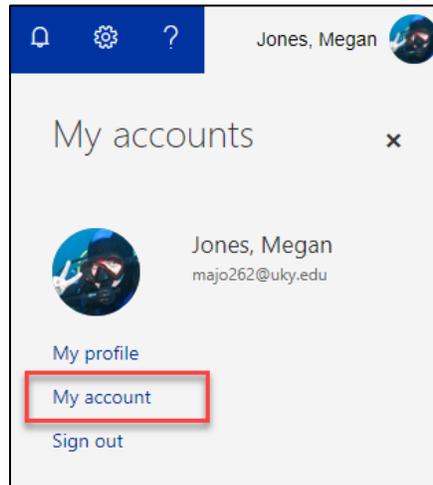




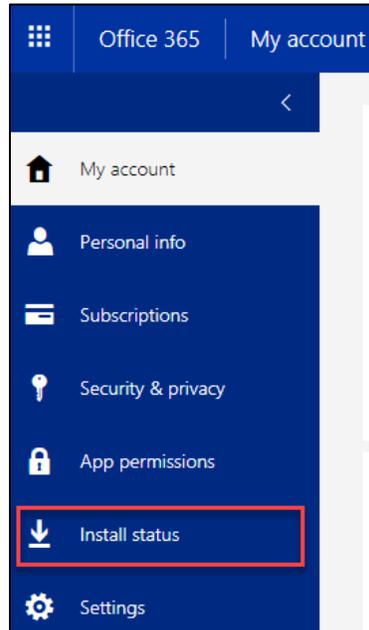
## College of Medicine Tutorial Series

### Installing Office 365

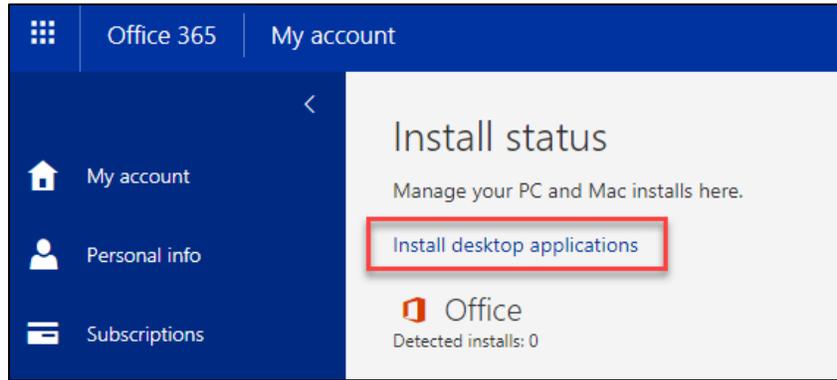
1. Log in to Office 365 in your web browser
2. Click your name in the upper, right corner to view account options
3. Select the My Account link



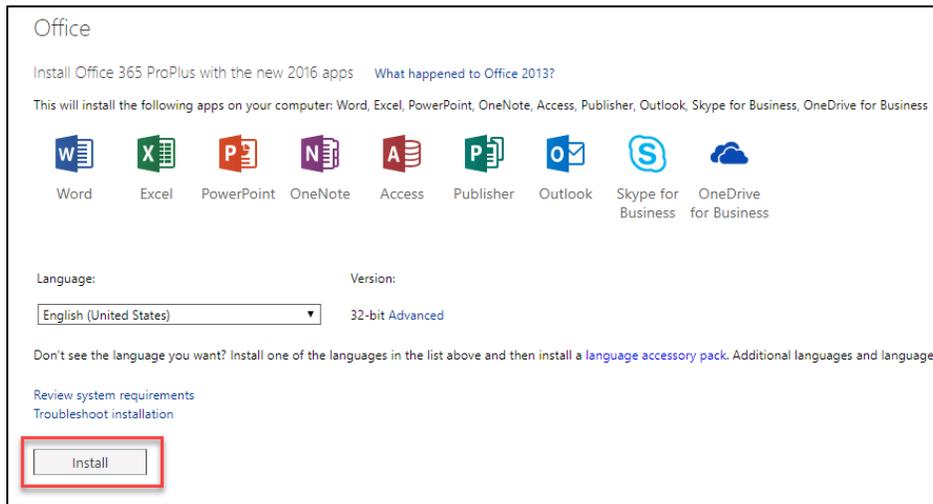
4. On the left vertical menu, select the option Install Status



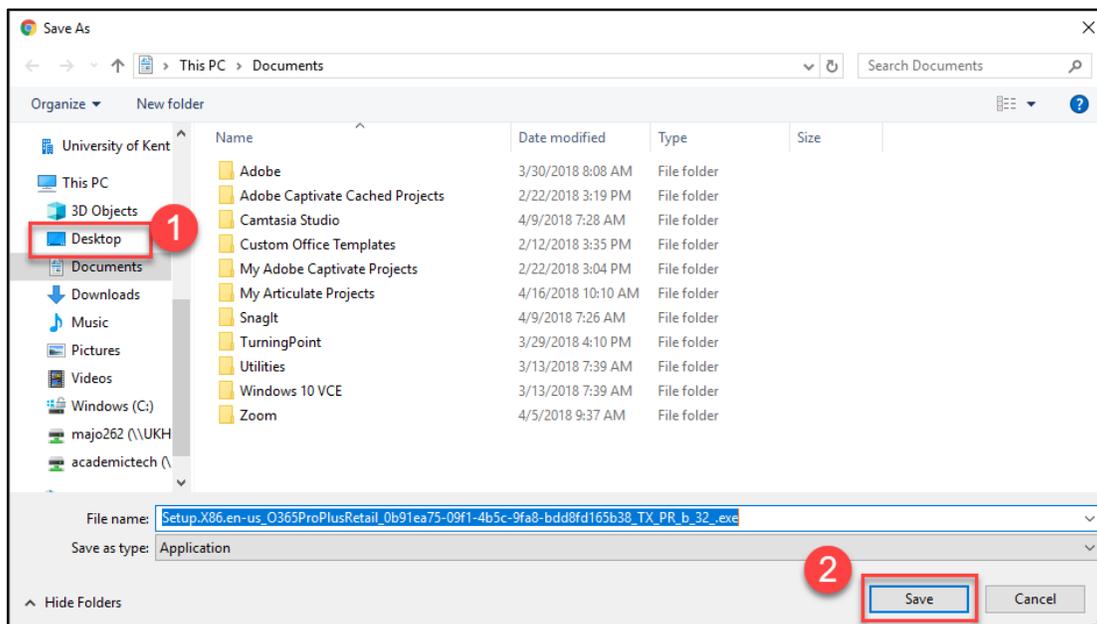
5. On the Install Status page, you will see your installations of Office 365. You will also be able to begin a new installation of Office 365. Select the Install desktop applications link.



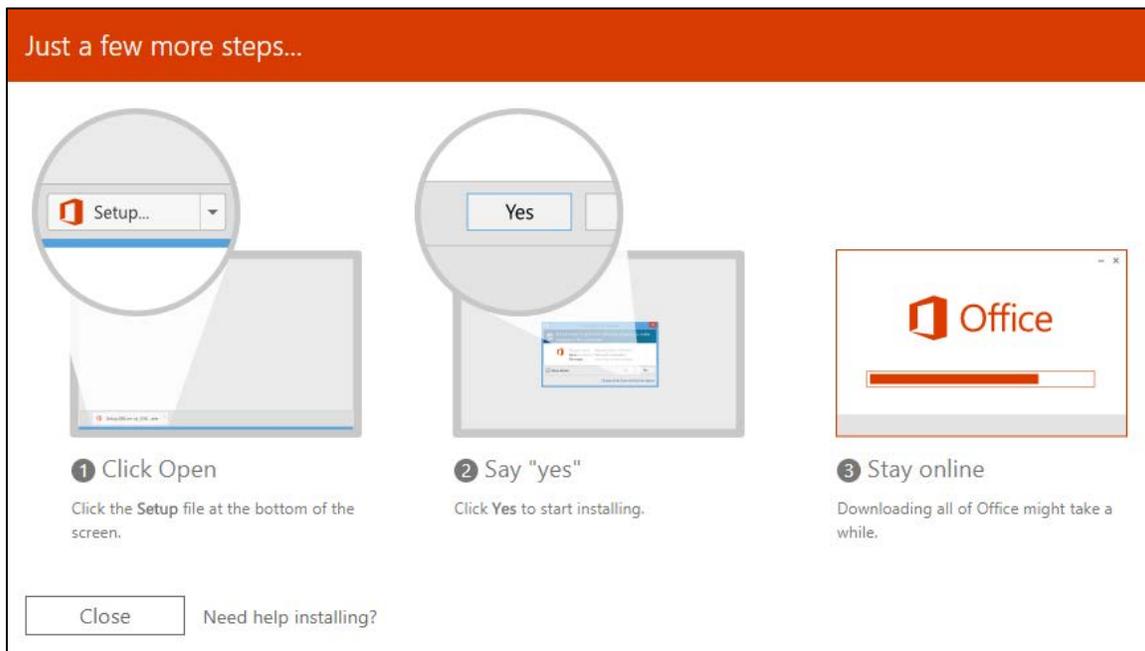
- The download Office application page will appear, and you will be able to select the Install button to begin the installation of Office 365 on your computer.



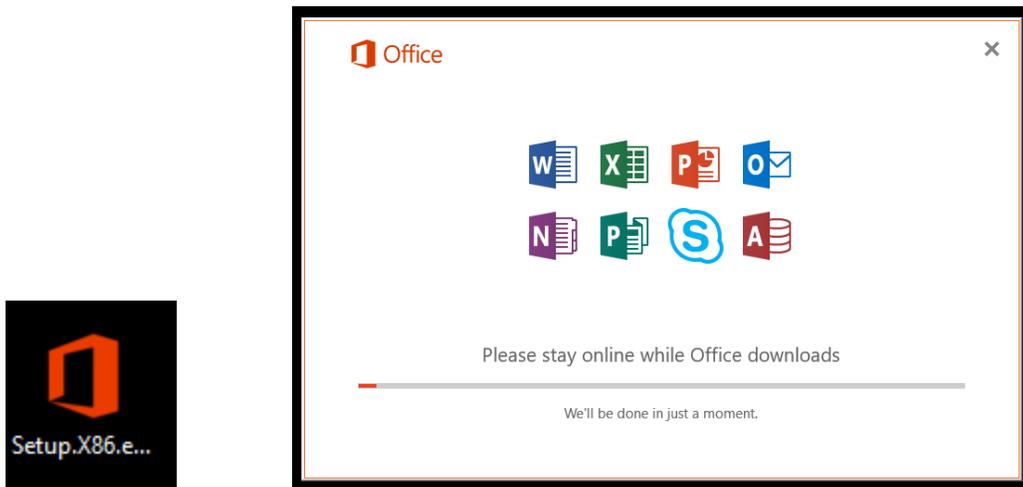
- You will then be prompted to save the executable file for the installation on your computer. A good place to save the file is generally somewhere it can be found easily (such as your Desktop).



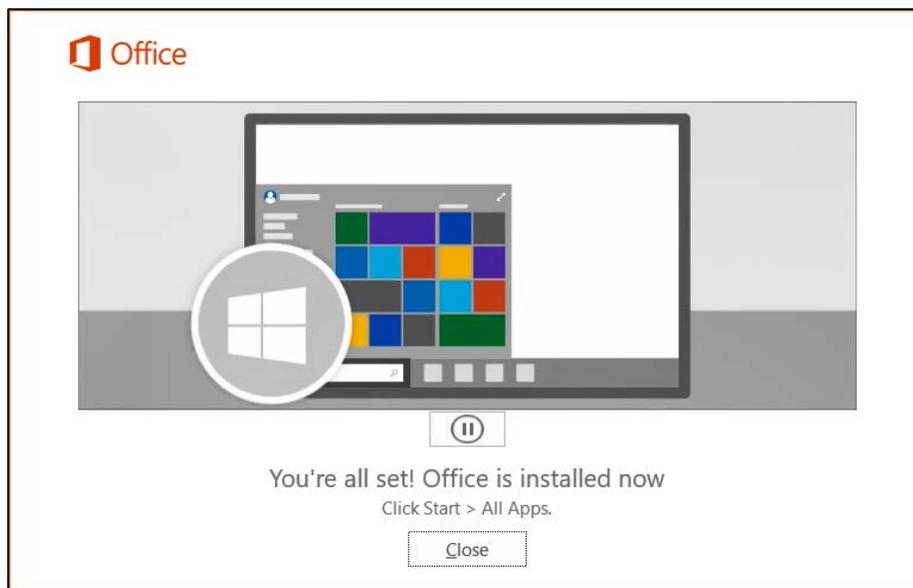
- Microsoft will also display directions to help guide you through the installation process.



9. Open the executable and stay online while Office 365 installs.



10. A confirmation will be displayed after the installation is complete



11. Restart your computer after installing Office 365



12. You have now installed Office 365!