

To install Microsoft Office using Student license

Go to an internet browser

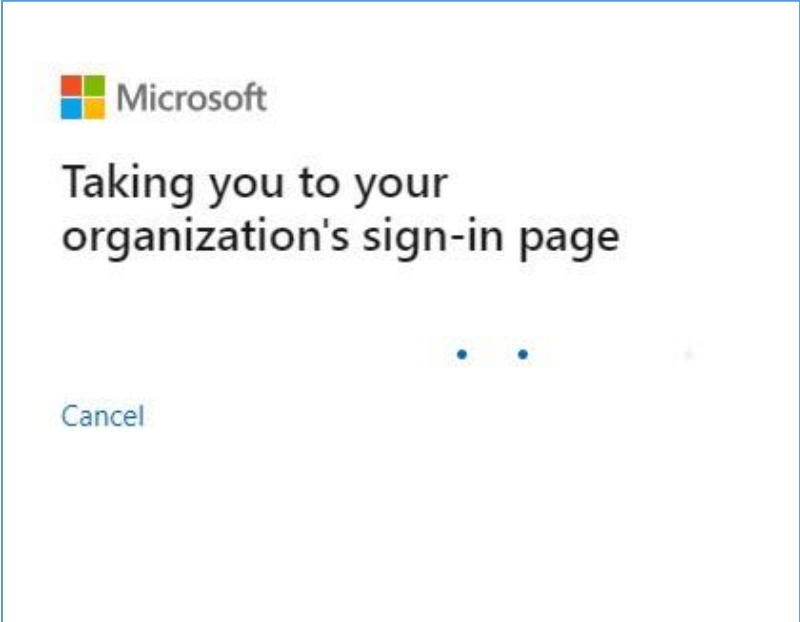
Type in **portal.office365.com** then hit enter on your keyboard

A screenshot of the Microsoft sign-in page. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed in a large, bold font. Underneath is a text input field with the placeholder text "Email, phone, or Skype". Below the input field are three links: "No account? Create one!", "Can't access your account?", and "Sign-in options". At the bottom right, there are two buttons: a grey "Back" button and a blue "Next" button.

Type in your student email address as the format:

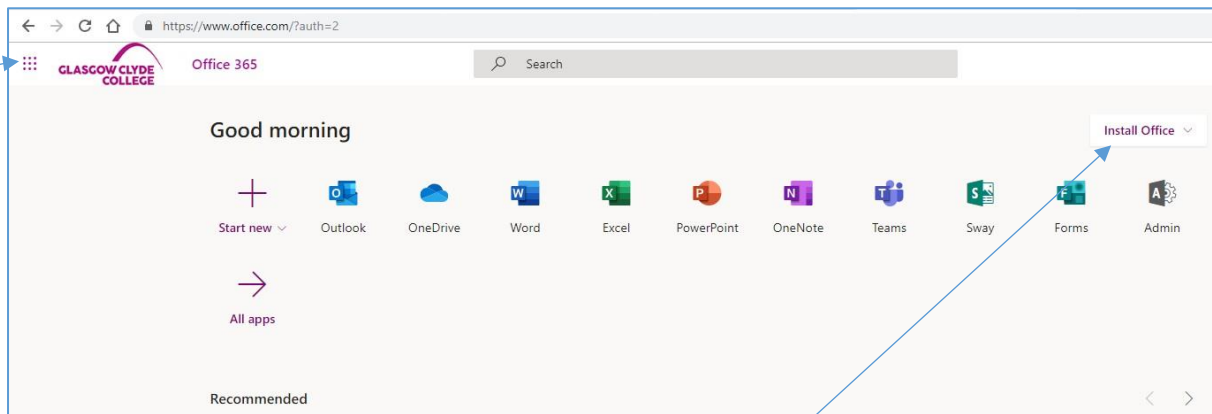
20192019@myclyde.ac.uk (This is an example! Please use your own student email address)

Then your password (in the same or next screen)

A screenshot of a Microsoft message box. At the top left is the Microsoft logo. Below it, the text "Taking you to your organization's sign-in page" is displayed in a large, bold font. In the center, there are three blue dots arranged horizontally, indicating a loading or transition state. At the bottom left, there is a blue "Cancel" link.

You may get another page saying Glasgow Clyde College to enter your email and password. Enter them

(If it is your first time using student email, you will be asked to set time zone and language) You should get the next page

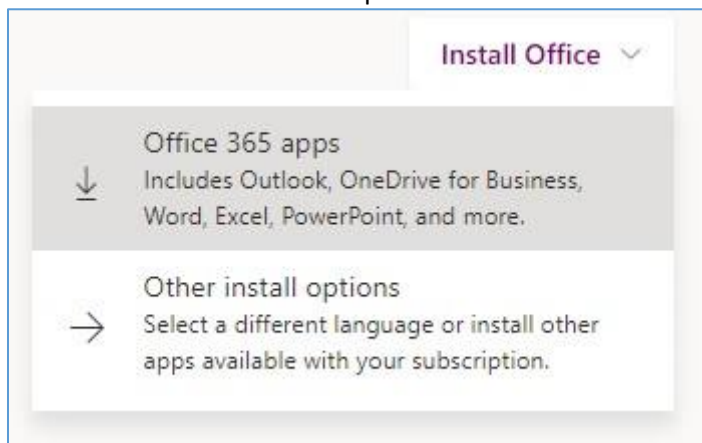


When you see the main landing page above, click **Install Office**

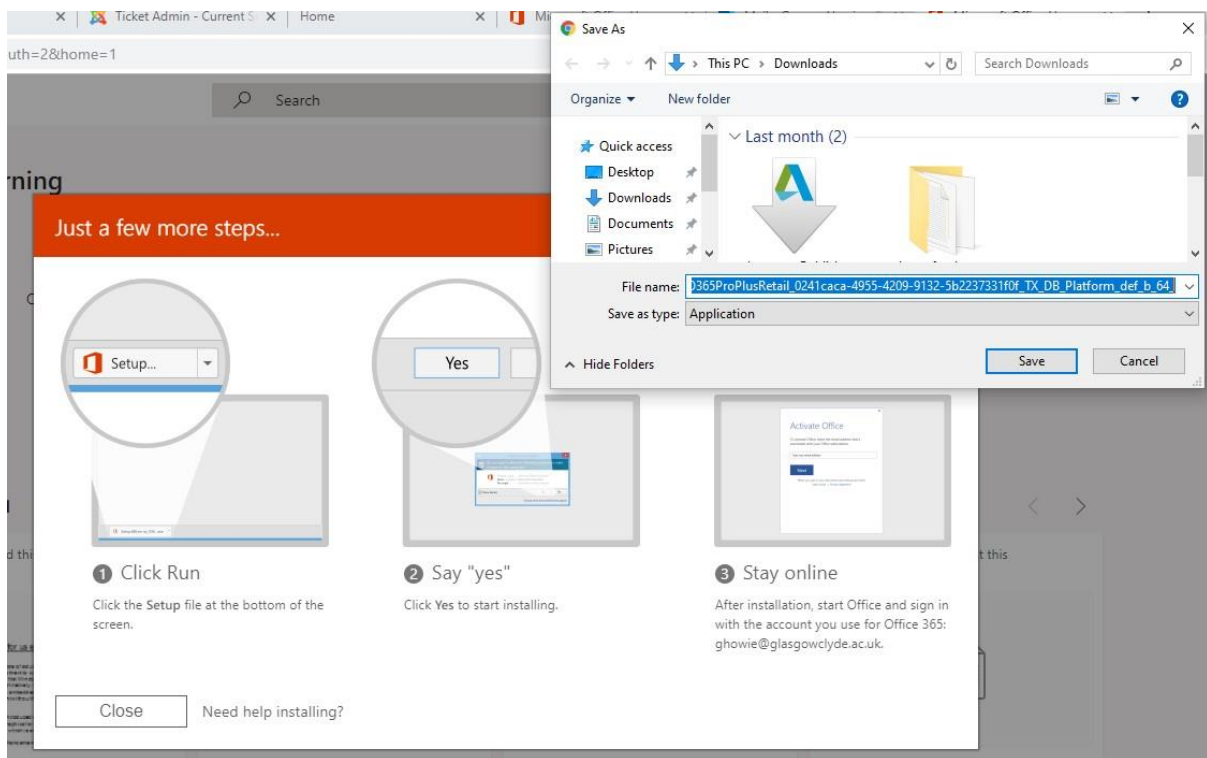
(If it goes straight to your emails, you can click the App launcher grid button and click **Office 365**)

By clicking Install Office, it lets you create a downloader based on your login credentials.

Students (for the time they are a student at the college) have applied to them a Microsoft licence to install MS Office at home as a perk



You can click Office 365 Apps, which opens a download page for the default (64Bit) installer (If you need the 32Bit version click on 'Other install options')

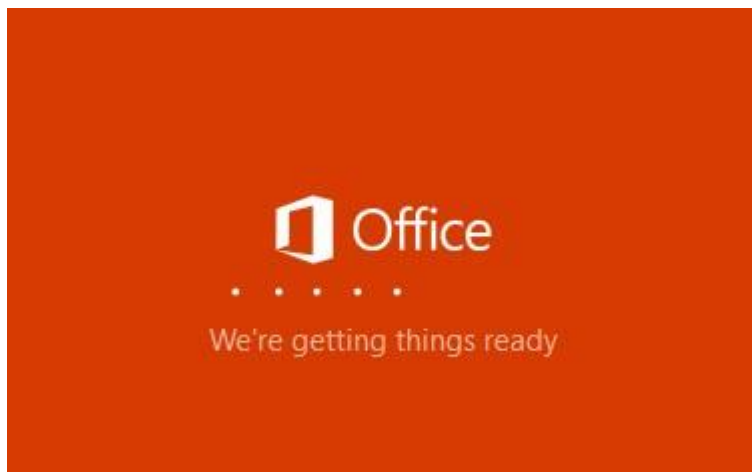


The download page appears and a window prompt for where to save your installer file

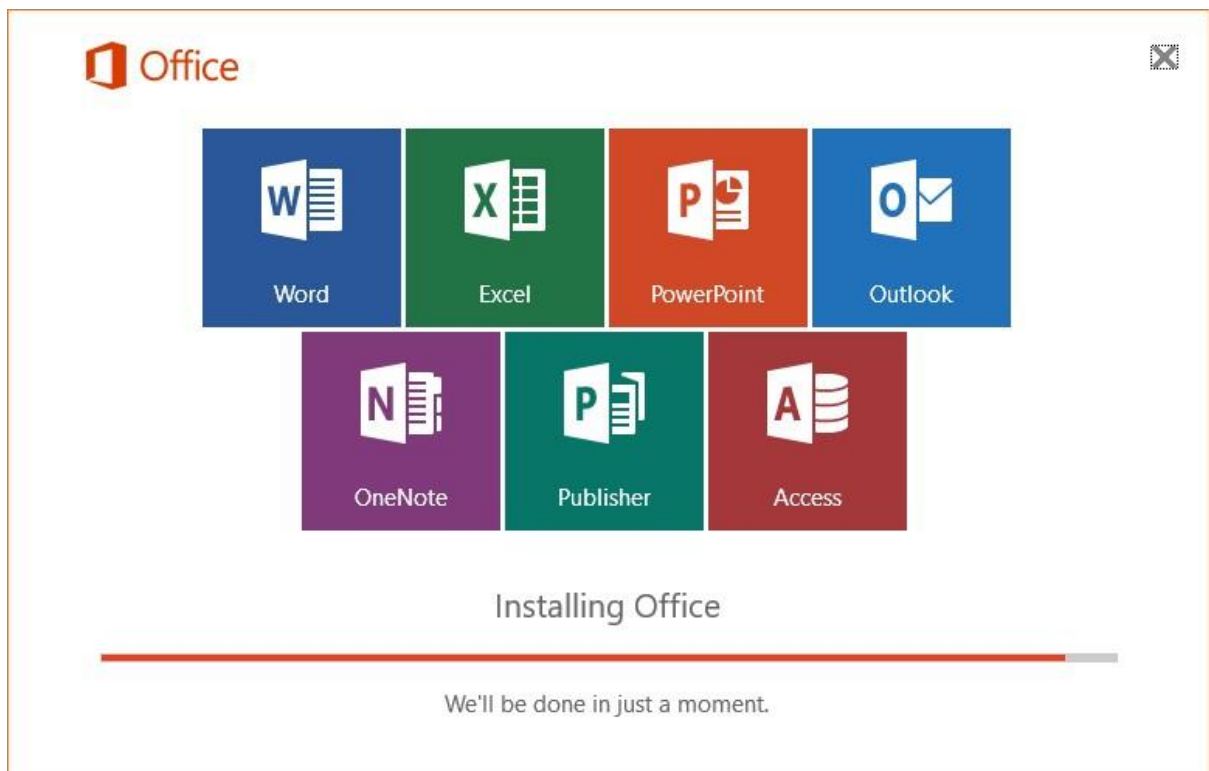
If you open the installer click Yes, if prompted



You should then get the next screens for installing



Once it is finished, MS office has been installed



Finished

You can also manage your Installs in webmail, following the steps like above, on the Office365 landing page, click **Install Office** button then Other install options, which opens a new window to manage your installs