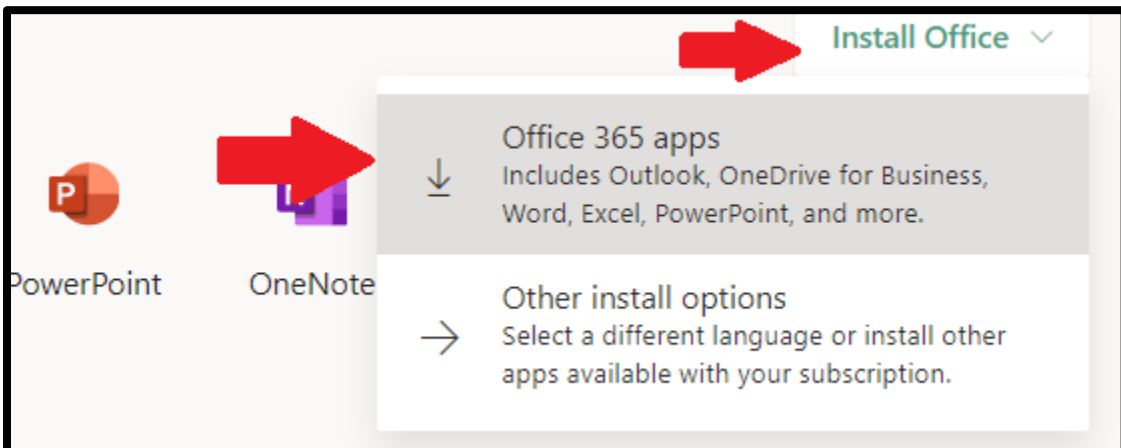


Downloading Office 365 Apps

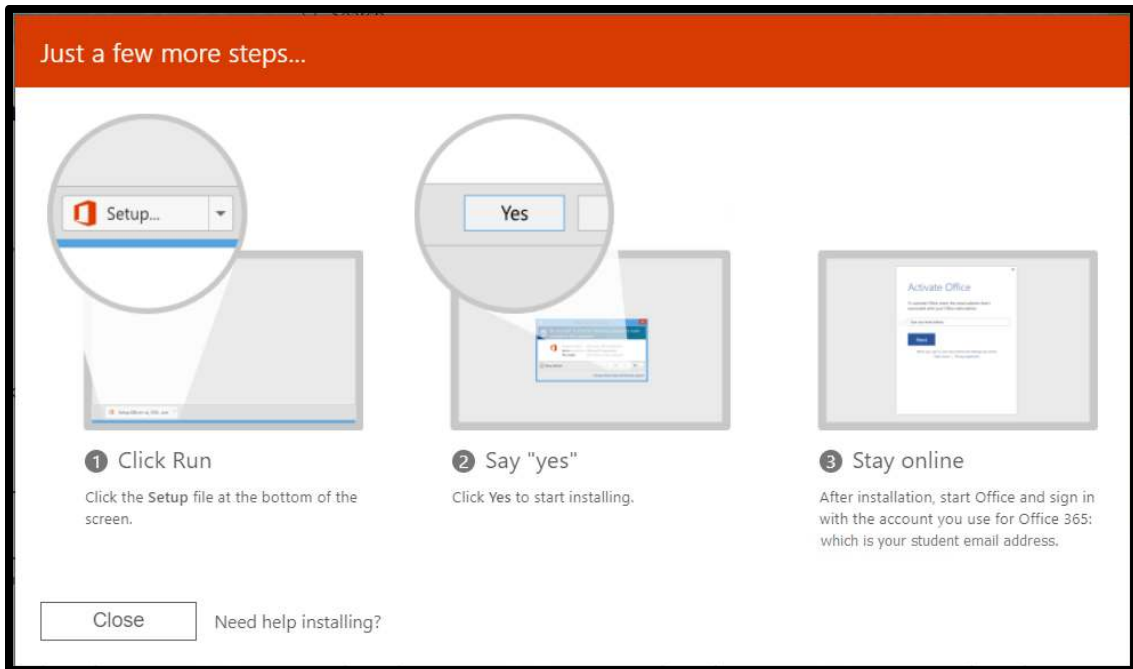
1. From the MYOFTC Dashboard, click the Office 365 logo.



2. A new window opens. Select **Install Office** at the top right of the screen. Then select **Office 365 apps**.



3. Click on the downloaded file, **OfficeSetup.exe**, and click **Run**.
4. Select **Yes** to begin the installation.



If you have followed the instructions but are having difficulty, please contact the IT department by email at itshelp@oftc.edu (this is the preferred method) or by phone at 478-274-7873.