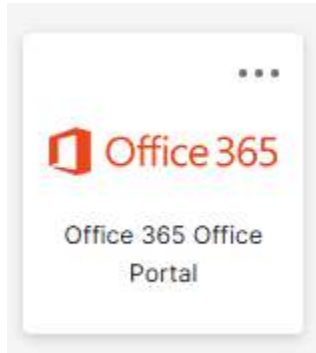
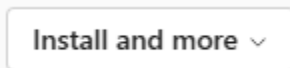


## Install Microsoft 365 Apps

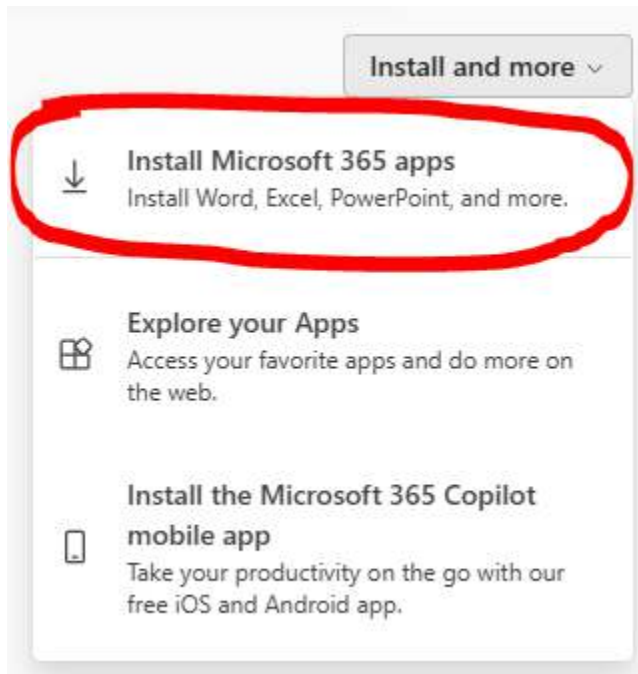
1. Log into your MyOFTC Dashboard.
2. Click on the **Office 365 Office Portal** tile.



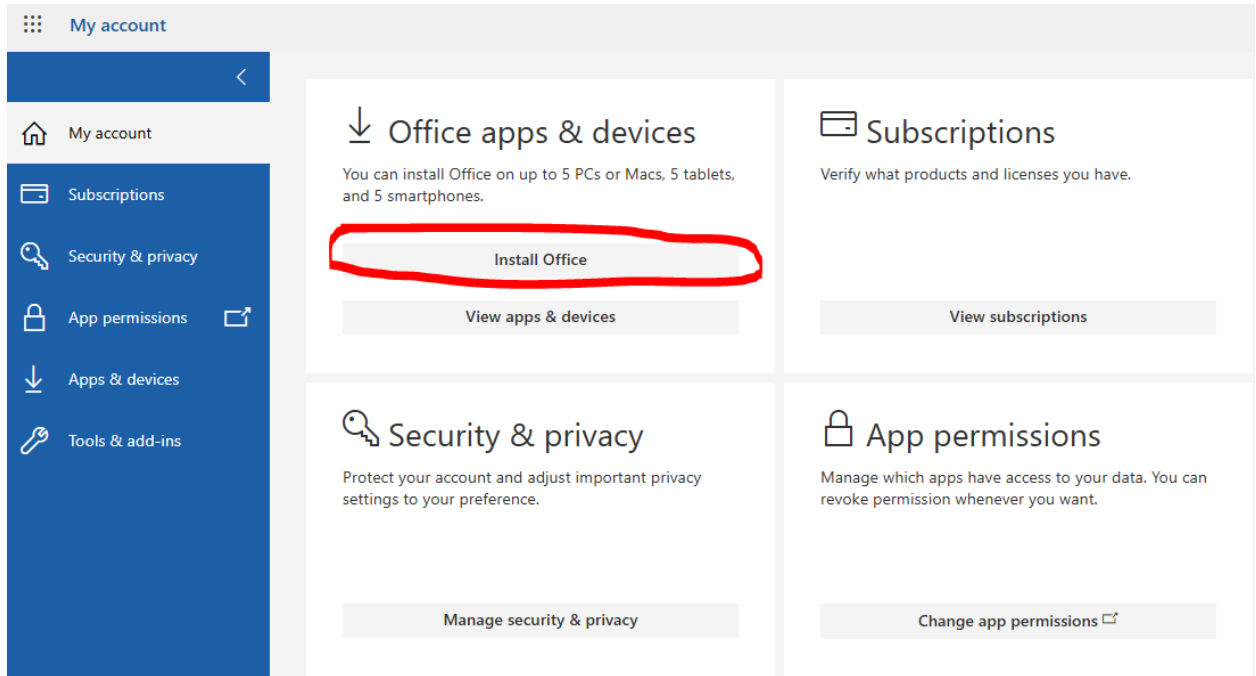
3. On the Microsoft 365 Home page, select click on the **Install and more** button in the top right corner of the screen.



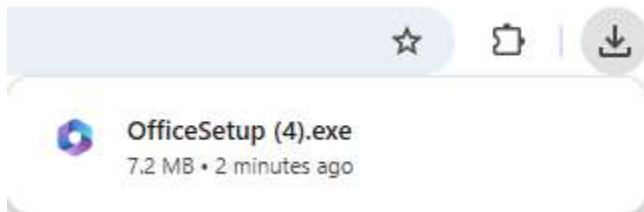
4. Select Install Microsoft 365 apps from the menu.



5. Click on **Install Office** in the Office apps & devices section to initiate the download.



6. The **OfficeSetup** file will appear once the download is complete.



7. Click on the download file to complete the installation. Follow any on screen directions. For example, if prompted, choose Run.
8. If asked, **Do you want to allow this app to make changes to your device?**, choose **Yes**.
9. When installation is complete, you can take the tour if you like. Then close the tour and the installation dialog box.

\*All steps and images are based on a device running Windows 10 Pro. There may be slight differences if you are running a different operating system.