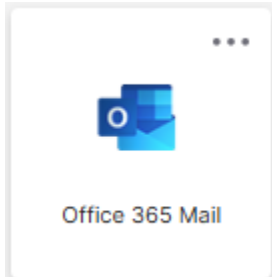
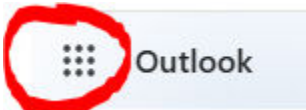


Install Microsoft 365 Apps

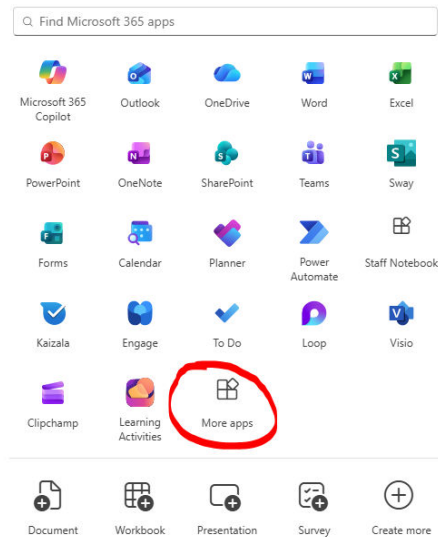
1. Log into your MyOFTC Dashboard.
2. Click on the **Office 365 Mail** tile.



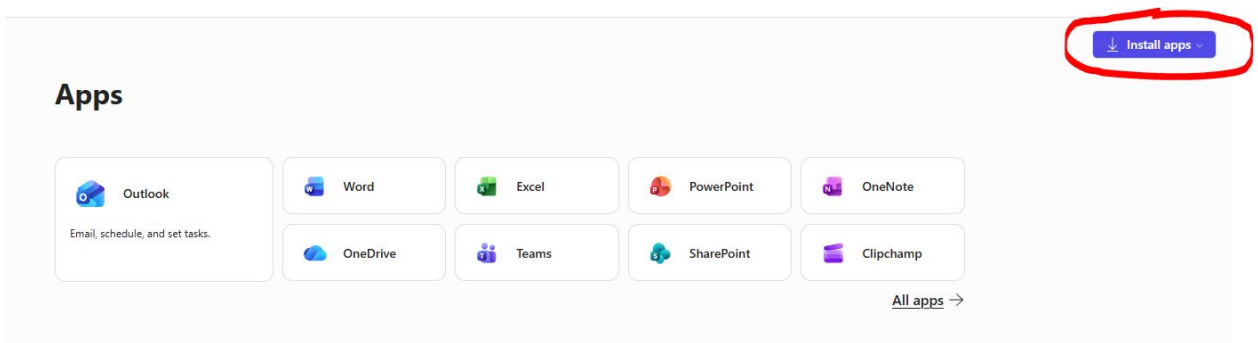
3. Click on the Office apps menu in the top left of the email page.



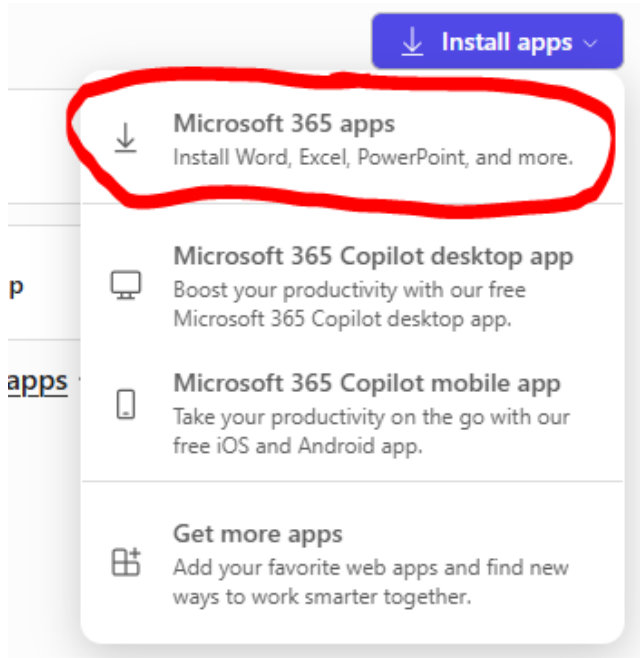
4. Select the More apps option from the menu



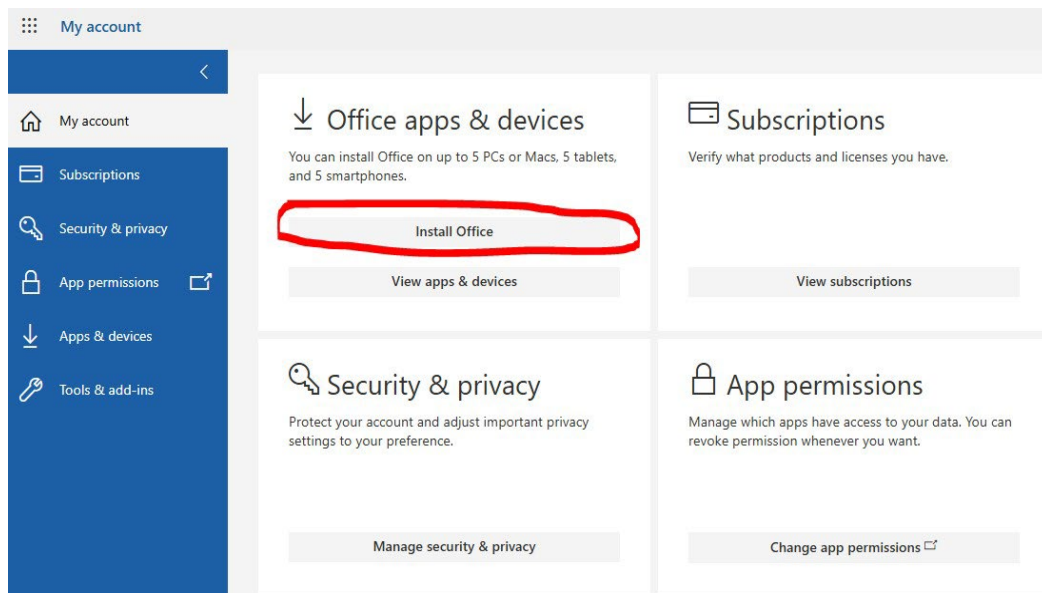
5. On the Microsoft 365 Apps page, click on the **Install apps** button in the top right corner of the screen.



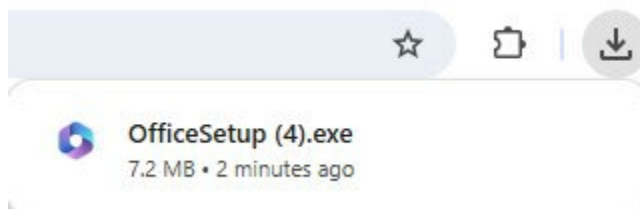
6. Select Microsoft 365 apps from the menu.



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



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



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

*All the steps are based on a Windows 10 operating system. There may be slight differences if a different system is being used.