

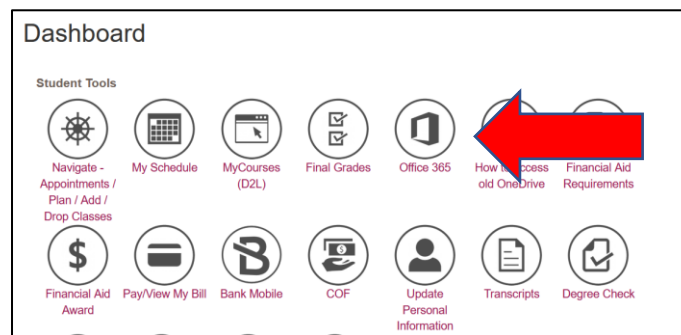
How to install Microsoft Office365

As a student, staff, and faculty at Pikes Peak State College, you can install Office 365 on up to five devices for free. This document shows the steps to install Office 365 on either Mac or PC.

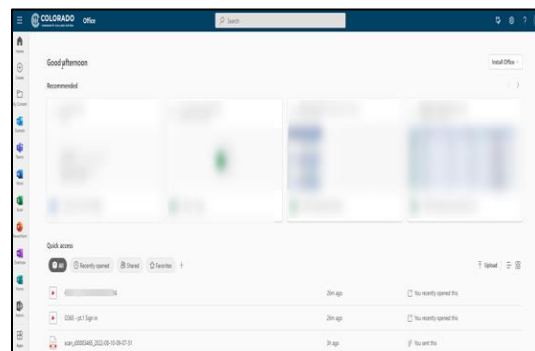
First, to install office 365, you must have a college email address and use this email address to log in.

Log into the Pikes Peak portal.

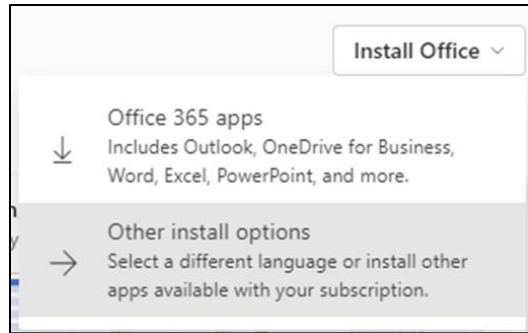
Click on the Office365 icon under the student tools on the dashboard.



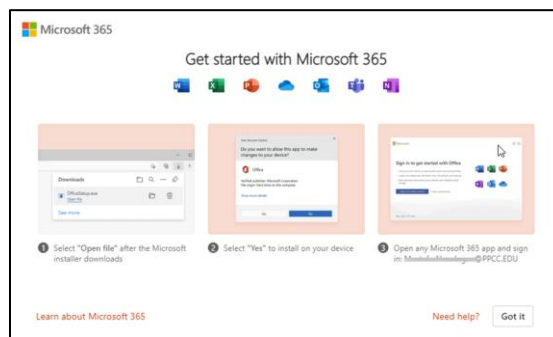
On the page that opens, you will see all the applications that you have access to on the left-hand side of the screen. On the right-hand side, you can see the install office option.



At this point, if you like to use the online version of office 365, you can simply click on any of the applications on the left-hand side of and start using it. (Keep in mind that online version of office 365 is little different than the full version that you would install on your computer). If you like to install the full version of office 365, please make sure that you do not have any other version Microsoft Office installed on your computer. If you do, you need to remove, restart your computer, and come back to this page and click on install office on the right-hand side of the screen. You need to click on the first option, Office 365 apps unless you like to install office 365 for a different language.



The next step shows you the three steps to install the software on your computer, click on got it to continue.



Following the above step, after clicking on the “got it” icon, you will see this executable file download to your computer under your browser’s downloaded folder. You can click on the officsetup.exe file to start the installation.



Once you click on the officsetup.exe, it will run thru the installation as you can see below. This step, depending on your internet connection, it may take about 20 minutes to 30 minutes. Once it is finished, your computer will restart, and you will have all the applications installed on your computer.

