Office 365 products Installation Guide

The following instructions will guide you in the installation process of Office 365 on your PC or personal devices.

1. Login to your email inbox and **Click on the 9 dots** on the left-hand side.

2. **Click on Office 365.**
3. Click on Install Office.

4. Click on Office 365 Apps.
5. Click Yes.

6. Click on the Setup.
7. Wait while office downloads.

8. After the installation is complete, click the Close button.
9. Open Microsoft Word and verify your E-mail.

Open WORD and verify your SAC e-mail. Then, click on Continue.

10. Verify your E-mail and click Next.

Make sure the e-mail is correct and click Next.
11. Enter your password.

Enter your password and click on Sign in.

12. Click on Yes.

Click on Yes.
13. Click on **Done**.

14. Click on **Accept** to activate the license.

If you have any questions or **issues installing Office 365**, please contact our IT department at **773-878-3855** or send us an email to: **helpdesk@staugustine.edu**

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