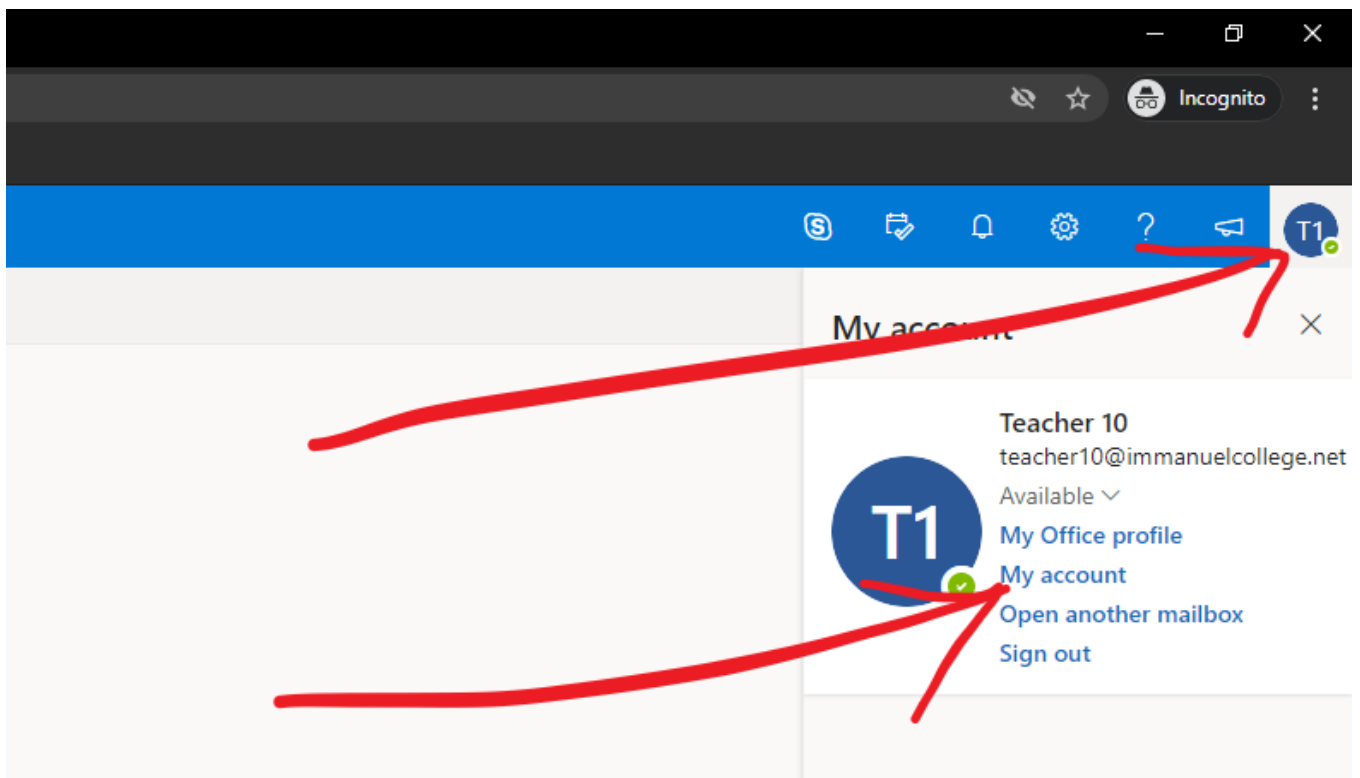


HOW TO DOWNLOAD 5 FREE COPIES OF MICROSOFT OFFICE 365

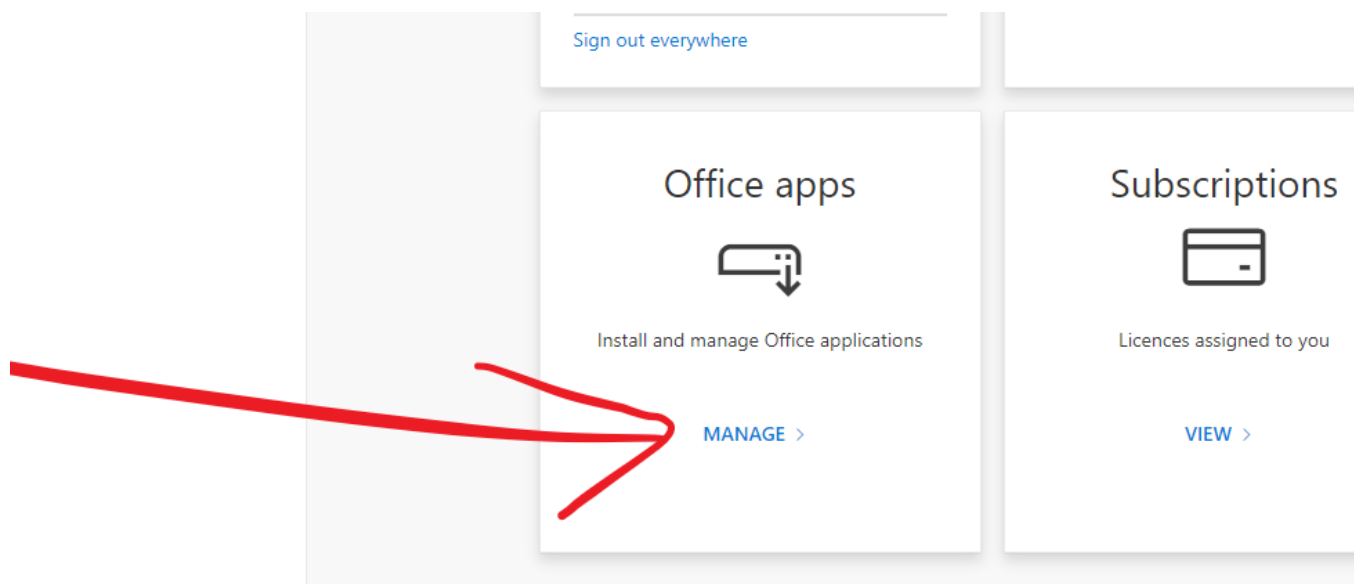
Microsoft Office 365 is a version of the popular Microsoft Office Suite that you can access through your desktop and Mac. A license to download and use the Microsoft Office 365 is included with your school account.

You can install Microsoft Office 365 onto any compatible computer or mobile device. All staff and students get 5 user licenses, meaning you are entitled to install and activate up to 5 copies of Microsoft Office on computers and mobile devices.

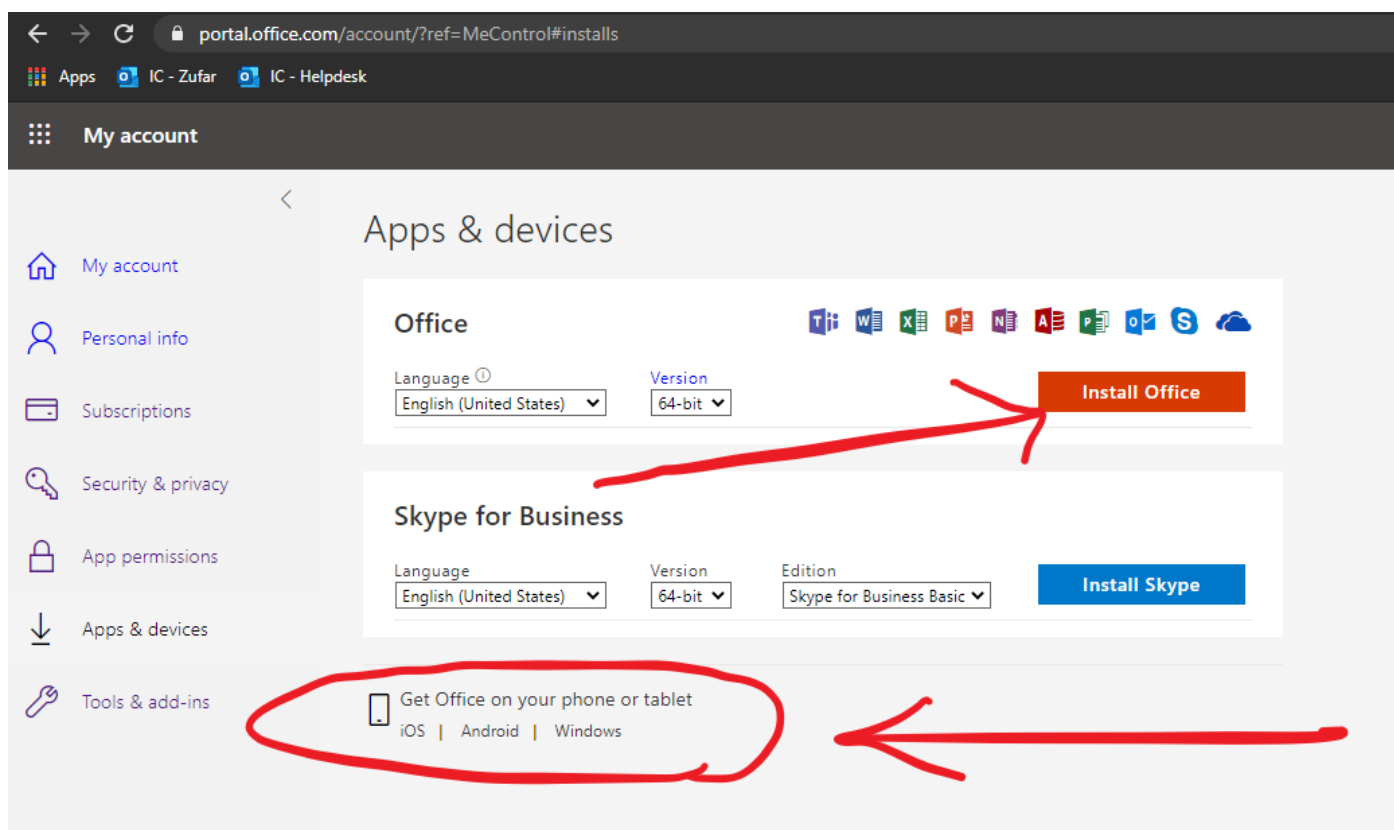
1. Go to <https://www.office.com> and select Sign in.
2. Enter your school email address and password. (same password used on the school computers)
3. Click on your avatar in the top right hand corner and then click "My Account"



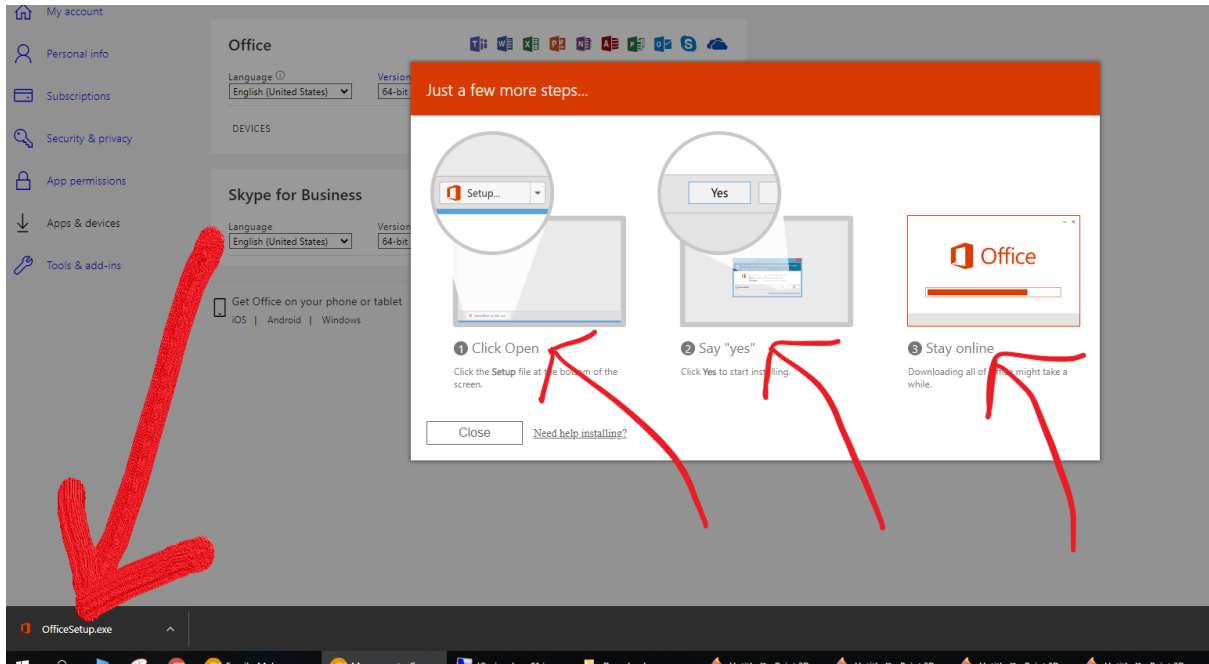
4. Click "manage" on the office apps section.



5. Click the "Install Office" button. If you are installing on an iOS, Android or Windows phone or tablet, click the links at the bottom instead.



6. This will download the Office Setup file, run it, click yes to any prompts and it will install.



If you run into any problems, please email helpdesk@immanuelcollege.net