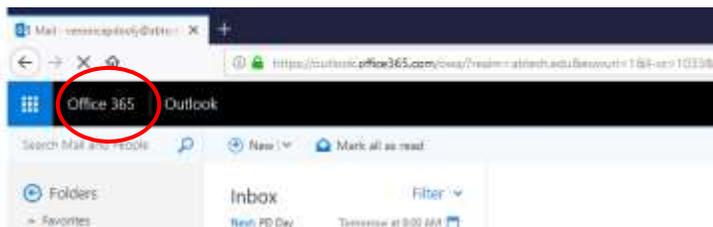


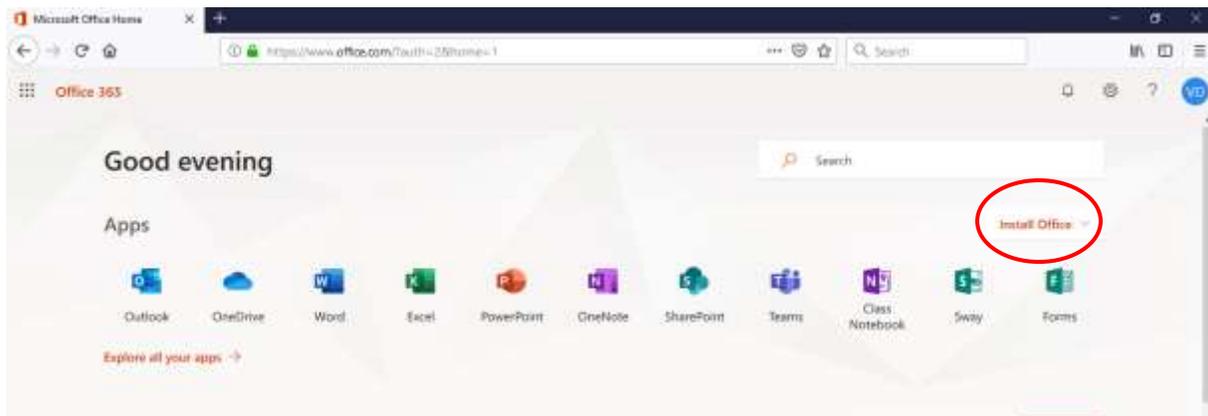
## Instructions to Download Office 365 to Your Computer

Access is not available for the online version of Office 365. You must download Office to your computer. Office is available to download for free because you are an A-B Tech student. Here are the instructions.

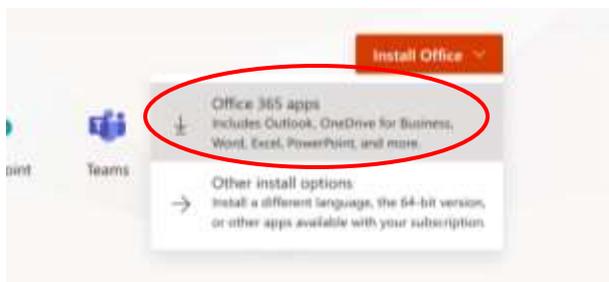
1. Log into your student email.
2. Click Office 365 near the top left of the screen. You will not be able to see this button if your screen is not maximized.



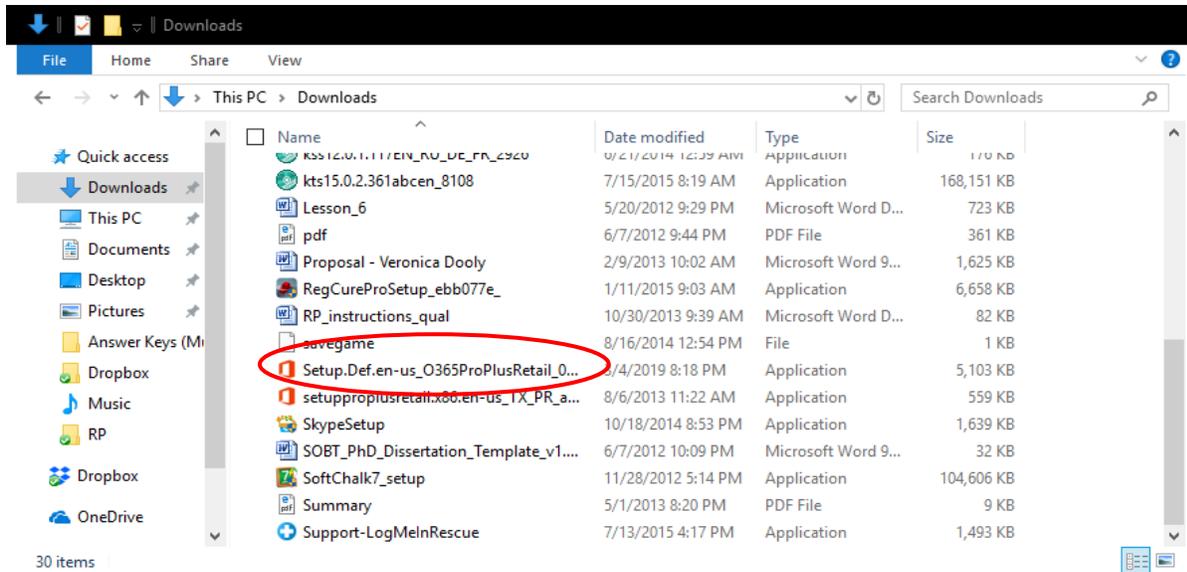
3. On the next screen, click the Install Office down arrow.



4. Pick Office 365 apps.



- When prompted click Save file.
- Open file from your saved location (probably Downloads). The file name is long and complicated but begins with "Setup.Def.en-us\_O365ProPlusRetail"



- When prompted, click Yes to allow app to make changes to your computer.
- You will see a progress screen while Office installs. It could take from a few minutes to over an hour depending on your computer and your Internet speed.

