## INSTRUCTIONS

1. In order to download and install Microsoft Office on your computer, you will need to access your San Jacinto College email account by visiting https://portal.microsoftonline.com
2. Log in with your username and password.
Note: If you need assistance logging in, you may access these instructions at www.sanjac.edu/email.
3. Once you log in, click **Install Office**.
Note: If your landing page is different, simply click on "Office 365" towards the upper left corner of your screen or click the App launcher and click "Office 365".
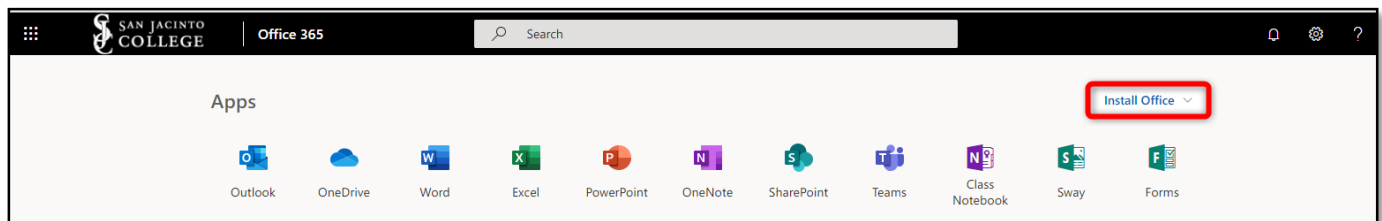
4. Click **Office 365 apps.**
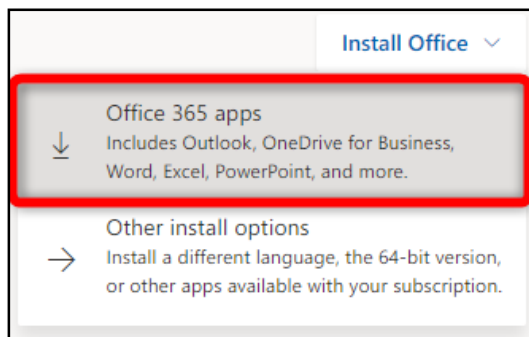
Note: To install Office in a different language, the 64-bit version (if you're on a PC), or other apps available with your subscription, click "Other install options".
5. Office will now download on your computer. Follow the prompts on your screen to complete the install.
Note: Please contact the San Jacinto College ITS Help Desk at 281-998-6137 should you receive the following message "Please contact your admin. It looks like they haven't assigned you a license for the Office desktop apps". One of our Help Desk analysts will be able to assist you.
6. Once the download is complete, go ahead and run the software. If you see the User Account Control prompt that says, "Do you want to allow this app to make changes to your device?" Click "Yes".

7. The install will now begin.

8. Your install is finished when you see the phrase, "You're all set! Office is installed now" and an animation plays to show you where to find Office applications on your computer.

   Installation or sign in issues?
   If you're having installation issue such as Office taking long to install, try Need help? for a list of common issues.

For suggestions or to provide feedback regarding this document, please contact ITS Customer Care at: ITS.CustomerCare@sjcd.edu.