


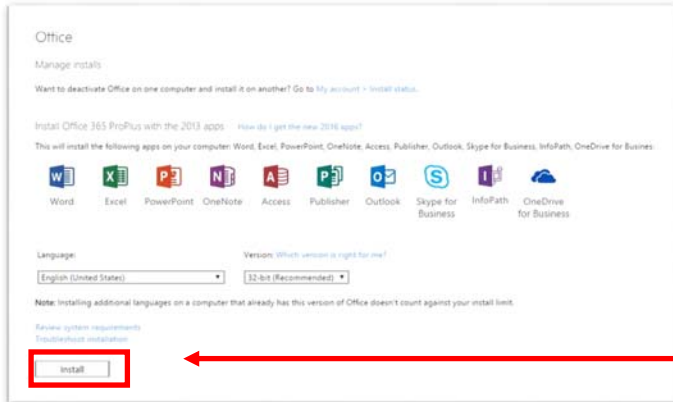


# HOW TO INSTALL OFFICE 365



New York City College Of Technology active students have the privilege of downloading the Microsoft Office Suite for free, to a maximum of 5 devices.

1. Go to [outlook.office365.com](https://outlook.office365.com) and log into your student email.
2. Once logged in, click on the Setting icon,  and then click on **Office 365**.
3. On the Settings page, click on **Software**.
4. The page gives you an overview of the Office 365 ProPlus programs. Click **Install**.



Click **Install**

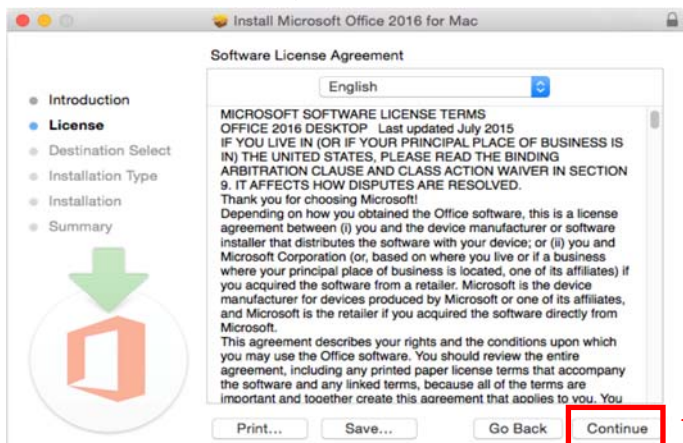
5. A **Setup** file will download. **Run** the Set Up file when the download is finished.

6. Installation page will appear. Click **Continue**.



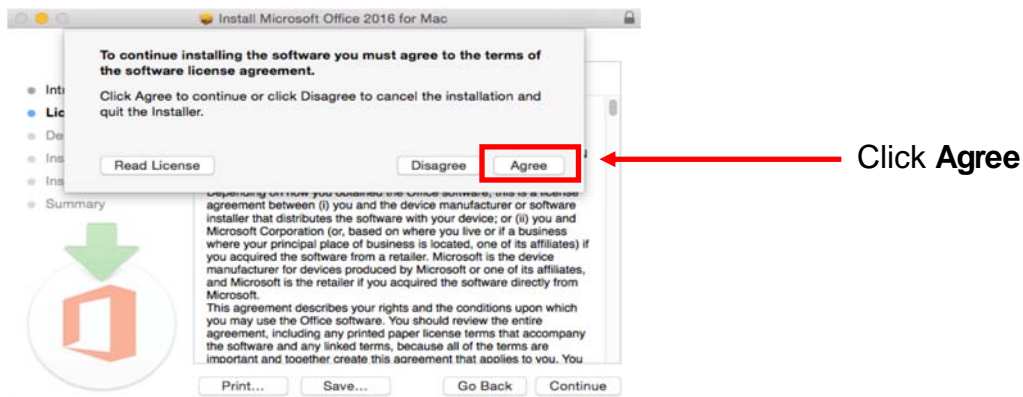
Click **Continue**

7. Software License Agreement screen will appear. Click **Continue**.

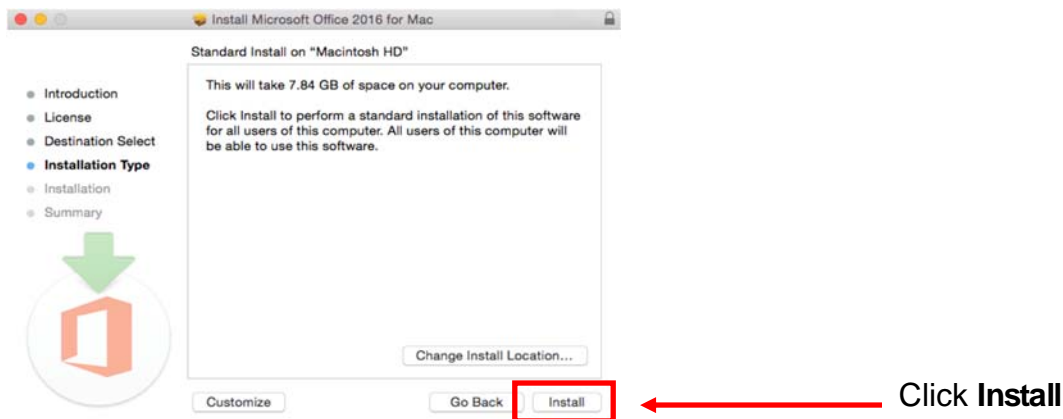


Click **Continue**

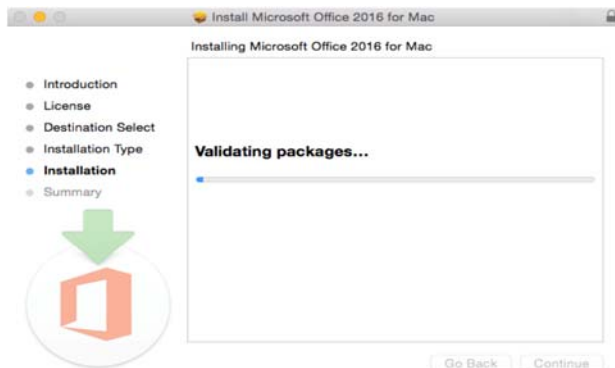
8. Terms and Condition will appear. Click **Agree**.



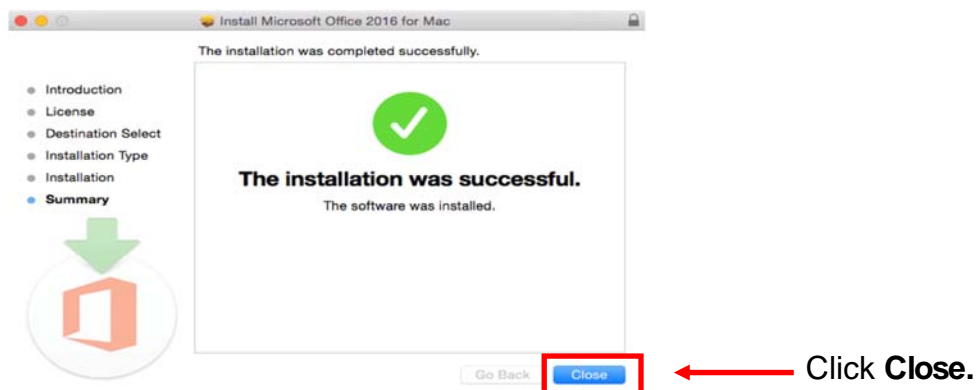
9. Next, the installation type screen will appear. Click **Install**.



10. Installation process will begin. Please wait until installation is complete.



11. Once you get the **Installation was Successful** screen, click **Close**.



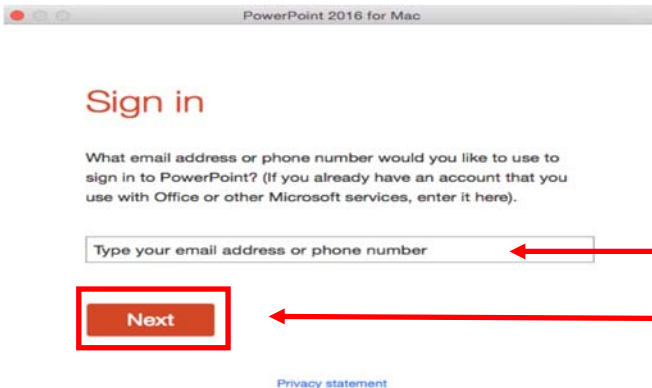
12. Go into your Applications and select any of the Office 365 programs (Word, Excel, or PowerPoint).

**Sign in to Activate Office** screen will pop-up. Click **Sign In**.



Click **Close**.

13. Enter in your student email username and click **Next**.

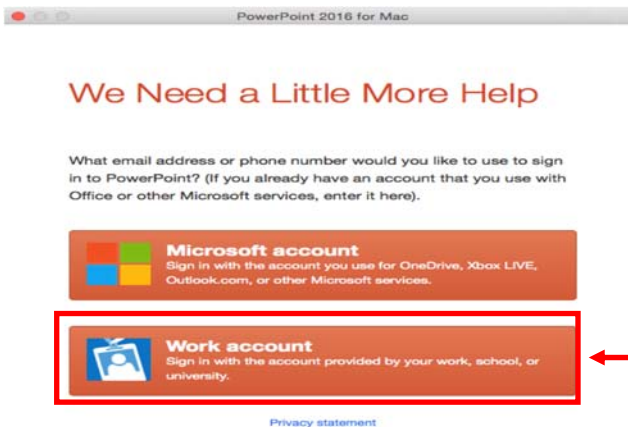


**Student Email Username**

**Firstname.Lastname@mail.citytech.cuny.edu**

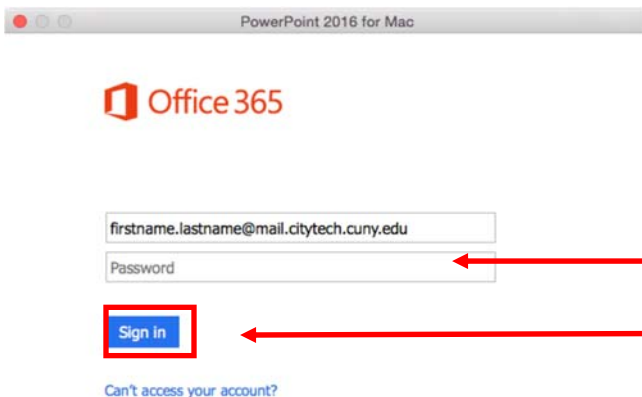
Click **Next**.

14. Select **Work Account**.



Select **Work Account**

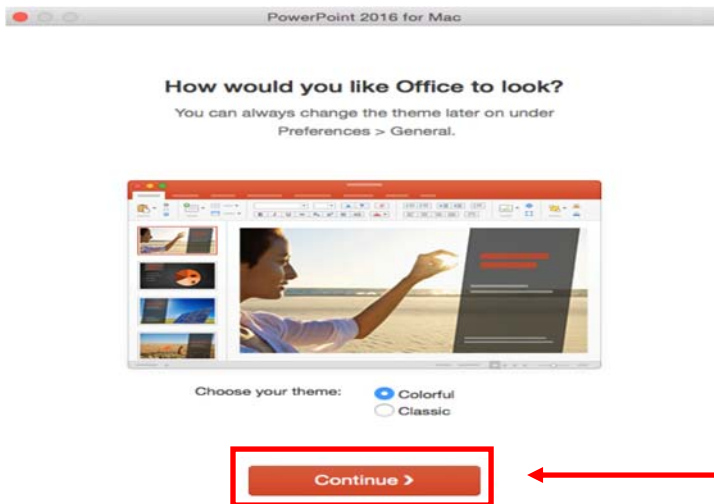
15. Office 365 sign in page will appear. Type in your student email password, then click **Sign In**.



Enter your student email password.

Click **Sign in**

16. How would you like your Office to look? Select your preference, then click **Continue**.



17. You are all set to use Office 365 on your computer!

