


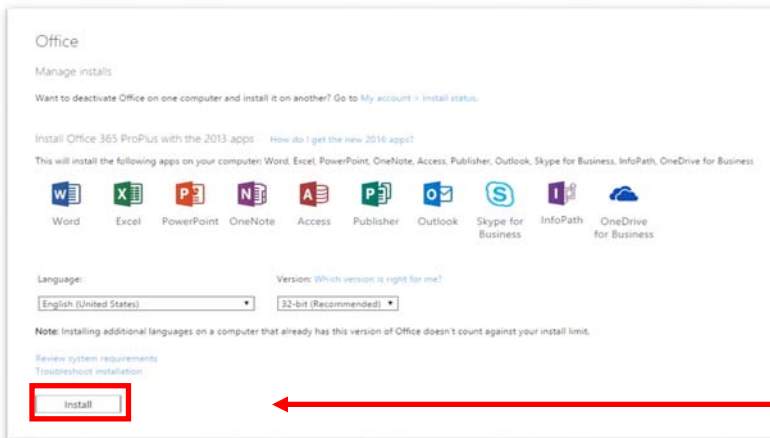


HOW TO INSTALL OFFICE 365



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 and log into your student email.
2. Once logged in, click on the Setting icon,  and click on **Office 365 Settings**.
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. Loading screen will appear. Wait until it reaches 100%.



7. Welcome screen will appear. Click **Next**.



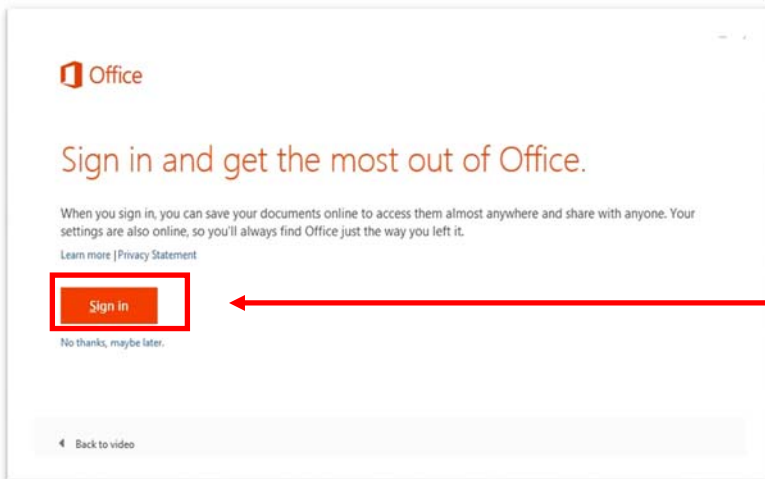
Click **Next**.

8. Continue to click Next.

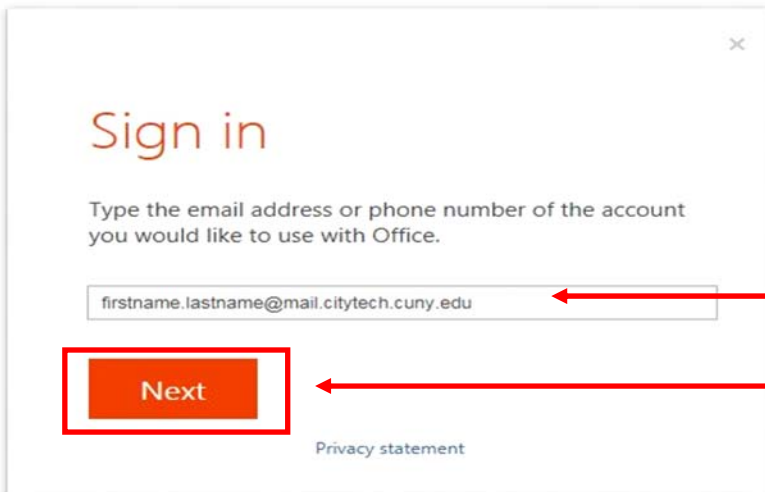


Click **Next**.

9. Click on **Sign In**, enter your student email username, then click **Next**.



Click **Sign In**.

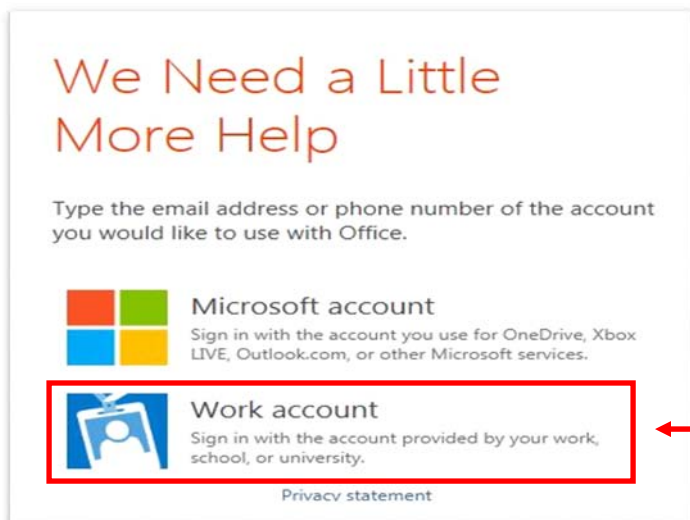


Student Email Username

firstname.lastname@mail.citytech.cuny.edu

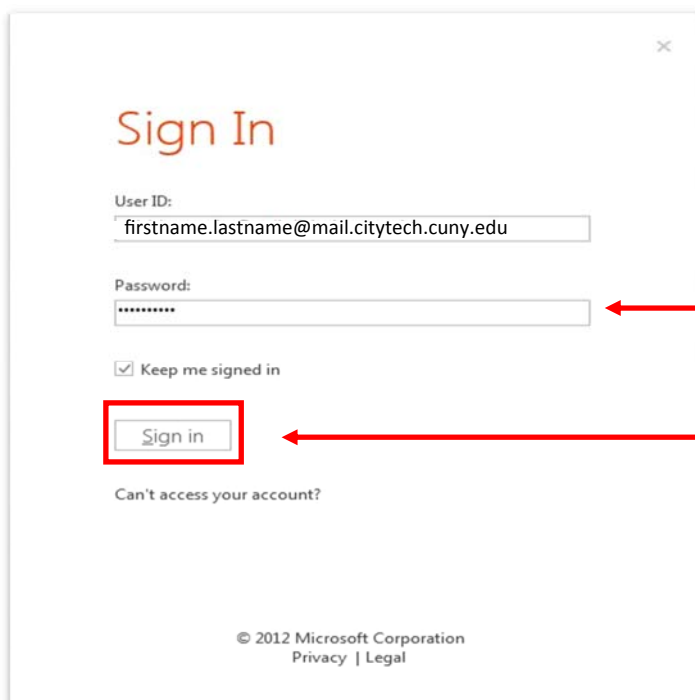
Click **Next**.

10. After typing your student email username, select **Work Account**.



Select **Work Account**.

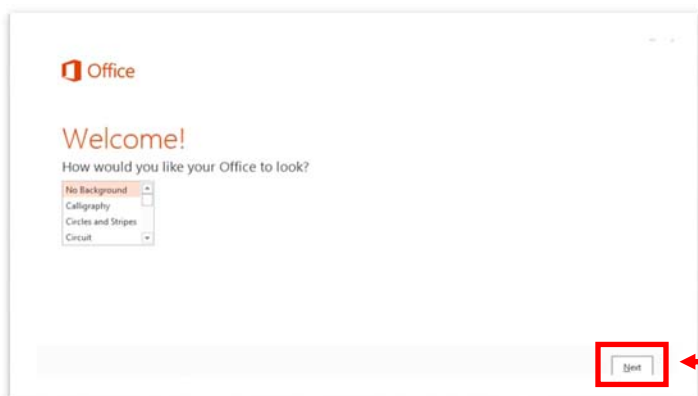
11. The Sign In screen will appear. Enter in your student email password and click **Sign In**.



Enter your student email password.

Click **Sign In**.

12. Once logged in, select how you want your Office 365 ProPlus to look. Once done, click **Next**.



Click **Next**.

13. A Progress bar will appear. Wait until the Progress bar is complete.



14. After the Progress bar completes, click **All done!**



Click **All done!**