# Student Instructions for installing Microsoft Office on Windows Devices

1. Start by logging into the computer or device you wish to install Office.
   (You must have Administrator-level rights in order to complete installation.)

2. Login to your Saint Paul College student email account.   Click the SETTINGS ("gear") icon next to your name, then select the "Office 365 settings" option.
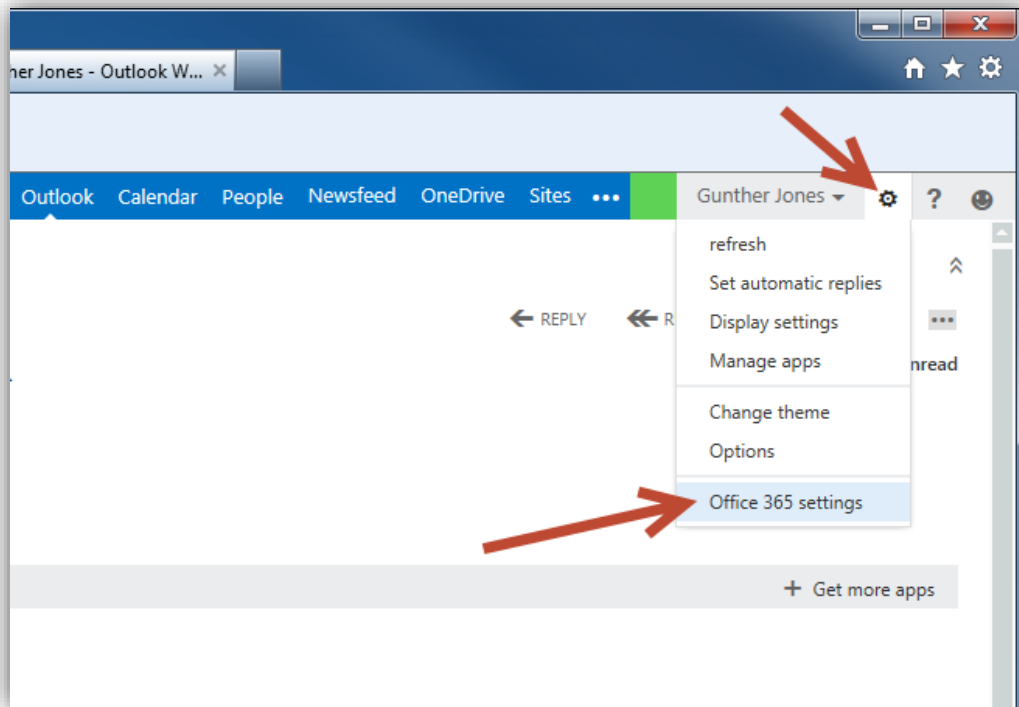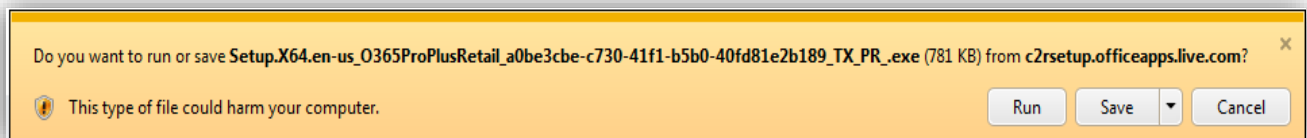

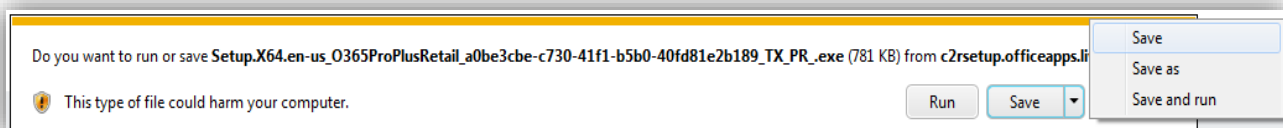3. On the "Office 365 settings" page, select "software".
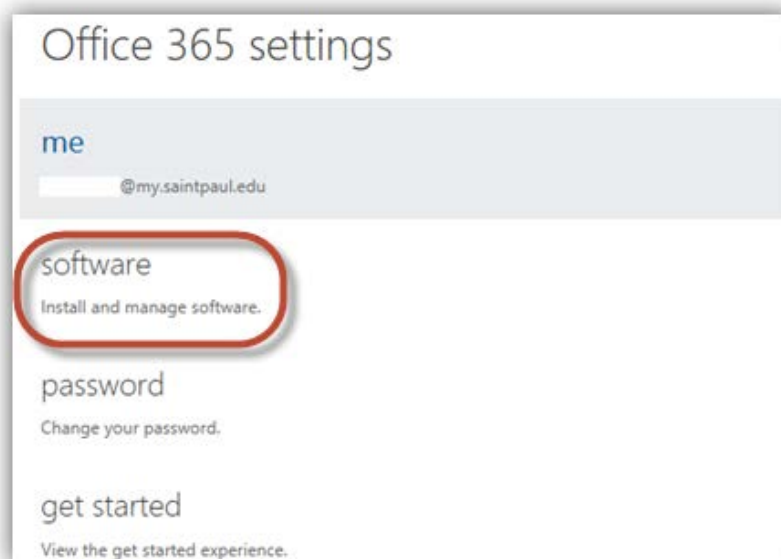
4. This next page may take a few minutes to load the first time.   At the "Office" screen, select Language and Version you need.   Unless you are sure you have a 64-bit machine, please use the default 32-bit Version.
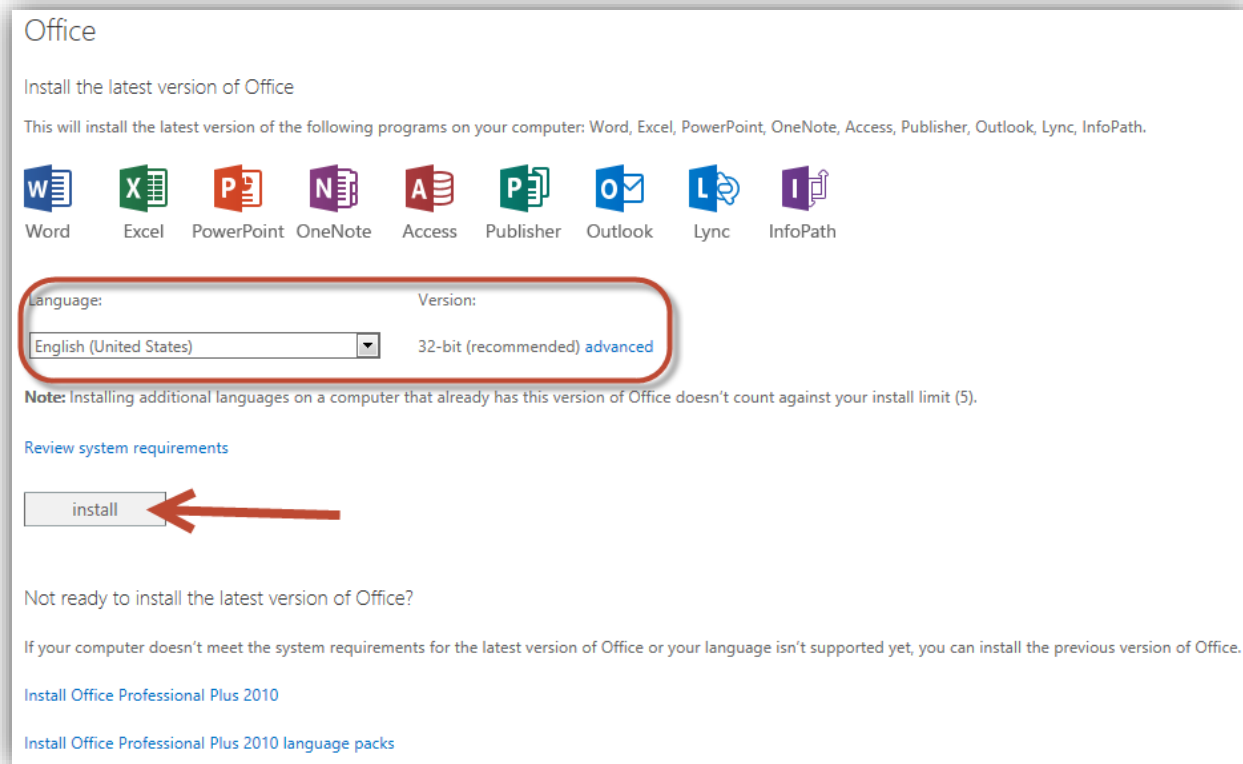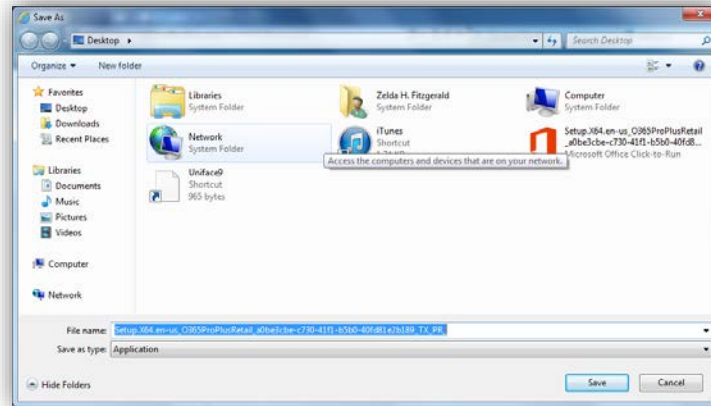

5. You will then be prompted to choose to run the install file or to save it.

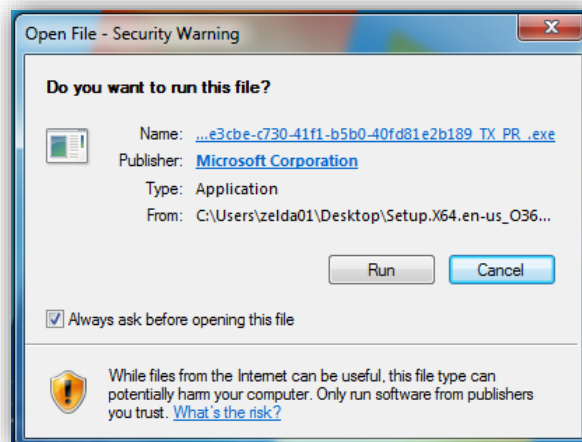6. Click the down arrow and choose "Save As".

7. Choose the directory in which you would like to save the file. In this example, we will save to the "Desktop".

8. You will see a setup icon like the one here. It will say either "Setup.X32.ect…" or "Setup.X64.ect…", depending on which Version you selected.   Double-click on the icon.
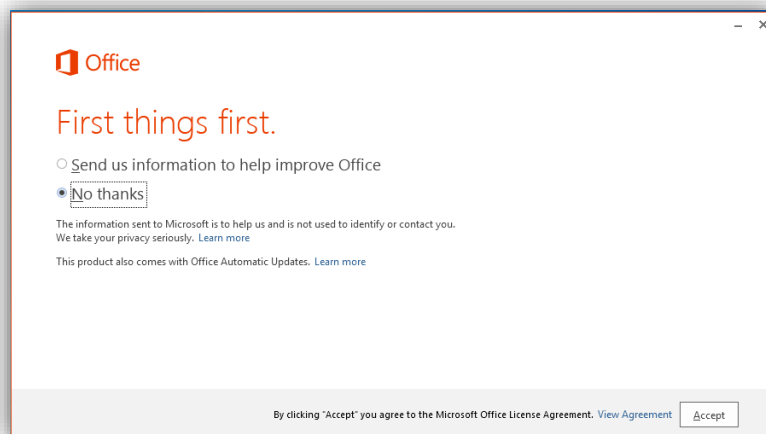

9. When prompted, select "Run".

10. You will see the following Image showing the progress of the installation in the bottom left corner.
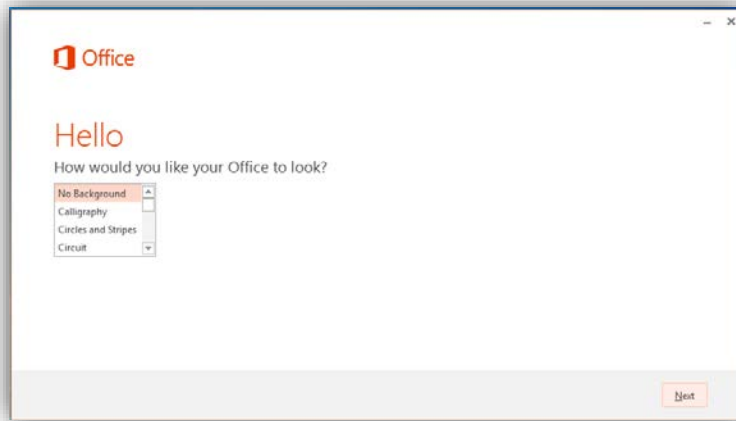

11. When installation is complete, you will see the following Welcome screen:

12. Select whether or not to share information about your experience with Microsoft, then click "Accept" when you have made your selection.
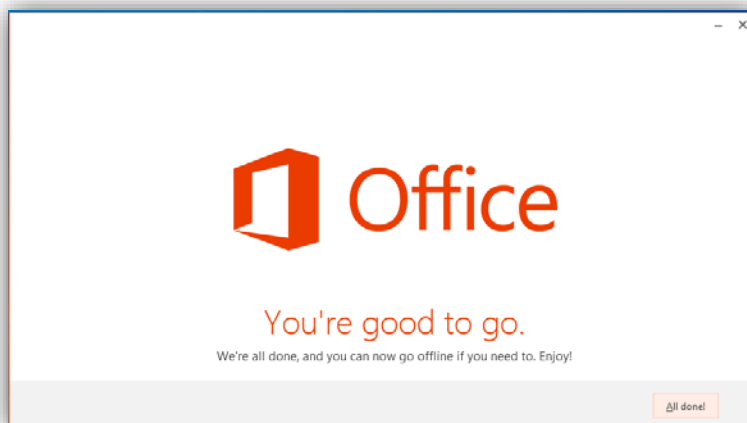
13. Select a background for Office, then click "Next".

14. You will now need to choose to either "Take a look" at what is new in Office, or select "No, thanks" to simply finish installation.   Make one of these selections.
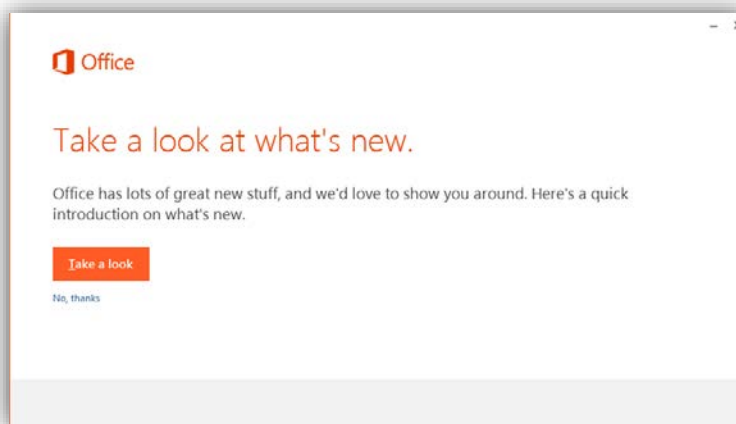

15. You are now done installing Office 365.   Click the "All done" button.   You can now access Office on your device.

16. Open the Office Application that you would like to run by locating it on your START menu.
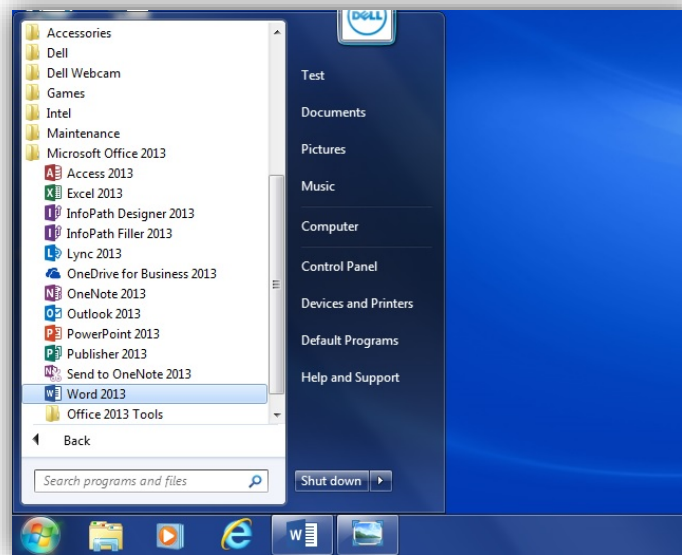
17. The first time you open an Office application, you will be asked how you would like to **activate** the software.   Select "I want to activate the software over the internet", then click "Next".
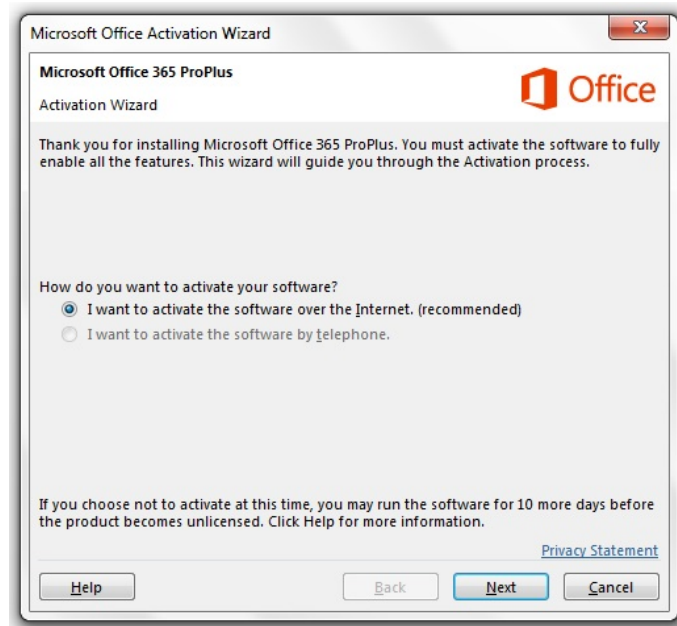
18. At the next screen, select to "Use an Existing Subscription".   Enter your Saint Paul College email using your StarID as follows: *yourstarID@go.saintpaul.edu*.   Do not use your "regular" email address.   (For example, you will enter "ab1234cd@go.saintpaul.edu" instead of entering "hansonj03Emy.saintpaul.edu".)   Complete the activation by entering your StarID password. You should now be able to use Office and all of its features.