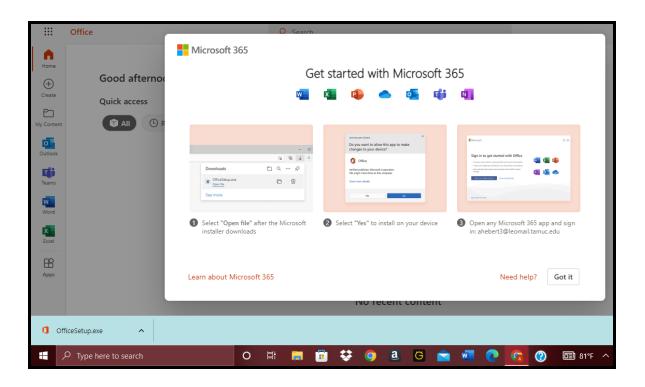


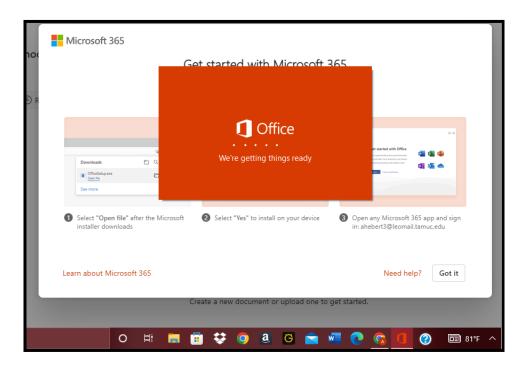
Office 365 home page immediately after sign-in using student account information.

		Ē,	3	?	MH
		Install	Office ~		Î
\downarrow	Office 365 apps Includes Outlook, OneDriv Word, Excel, PowerPoint, a		iess,		
\rightarrow	Other install options Select a different language apps available with your su				

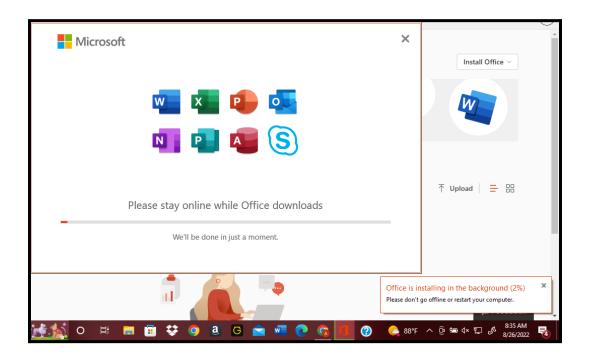
Click "Install Office" then click "Office 365 Apps" from the dropdown menu.



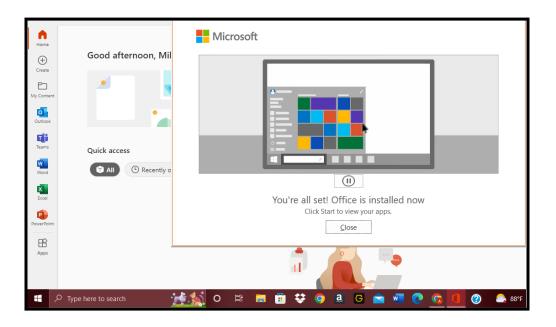
The Microsoft Installer downloads (shown on bottom edge of screen) and instructions are displayed. Click on/open the installer.



After clicking "yes" on the pop-up asking to make changes to the device, it will begin the set-up process. This takes a few minutes (or hours) to complete.



Office begins installing in the background, and a new pop-up appears. This step also takes a while.



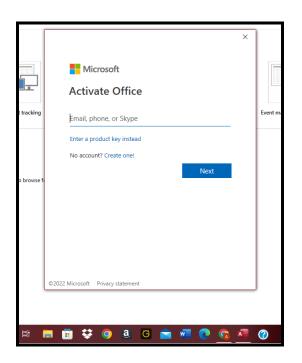
Click the Windows start button on the taskbar, not the start button on the Microsoft 360 home page!



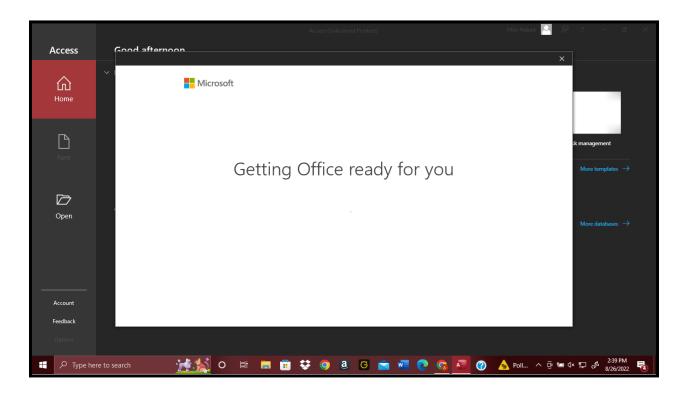
Choose a Microsoft app to open.

	Access (Unlicensed Product) Milo Hebert 👱 🕅	? - 0 X
Access	Good afternoon ×	
6 Home	Microsoft C 2	
	Sign in to set up Office	
New		sk management
		More templates \rightarrow
\square	Use your regular email Get free cloud storage Use your account to install address Office on other devices	
Open		More databases \rightarrow
	Sign in with your work, school, or personal Microsoft account	
	Sign in Create account	
Account	Lhave a product key What is a Microsoft account?	
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After the app opens, it will ask you to sign in.



Enter TAMU-C student email information. It will give you the option to sign in on all Microsoft apps that were downloaded.



After signing in with your student account, it will load again.

∨ New						
Blank database	Asset tracking	Contacts	Students	Event management		
Recent Pinned You haven't opened any files	× Office has been updated Please restart any open Office apps to enable the features of Microsoft 365 Apps for enterprise. Close					

			Access			MH & ? - @ X
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New	Blank database	Asset tracking	Contacts	Students	Event management	Task management
new .	🔎 Search					More templates $ ightarrow$
☐ Open	Recent Pinned					
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Close and re-open the app. It should automatically be signed into your student account and you can begin work as normal.