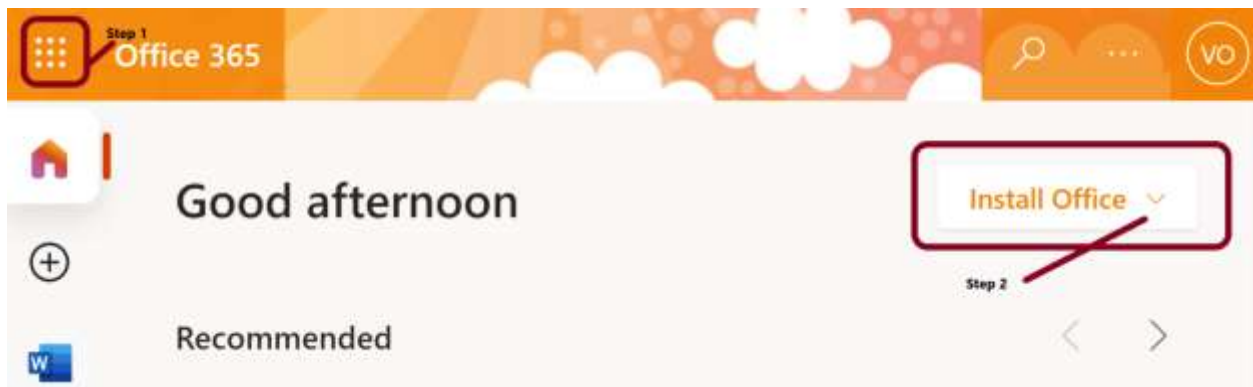


Downloading Office 365 to Your Personal Computer

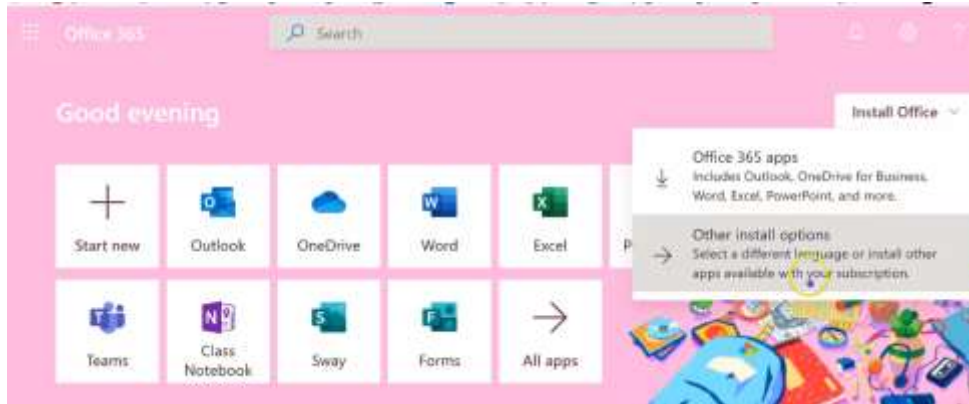
You need to log in to your LAVC email account. Once you get to your email, click on the App Launcher



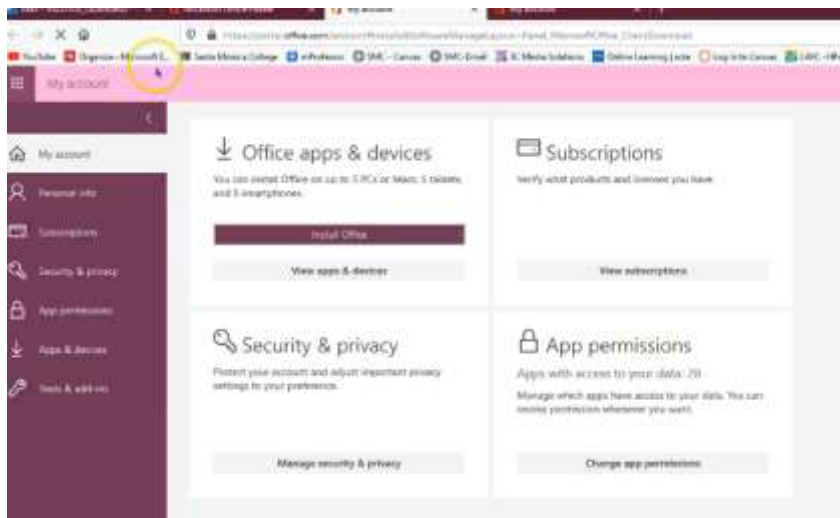
You will see the list of apps on the left side of the window, and you will see a button called Install Office on the right of your window. Now, click on the Install Office arrow



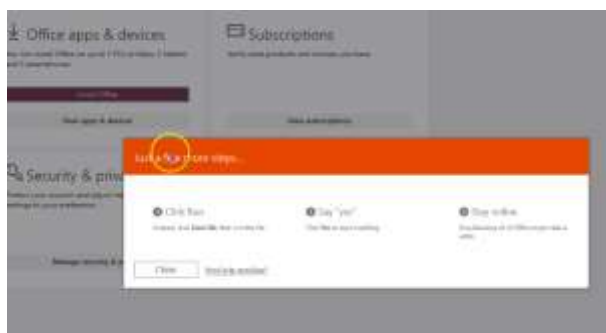
Next, click on the drop-down option and select the Other Install options to install the program to your computer. (The first option will only give you links to the apps and you will be required to be connected to the Internet to use the apps.) Therefore, you are better off selecting the second option.



Once you click on the Other install options, you will get another page. From that page, you need to select the button under the Office apps & devices box.

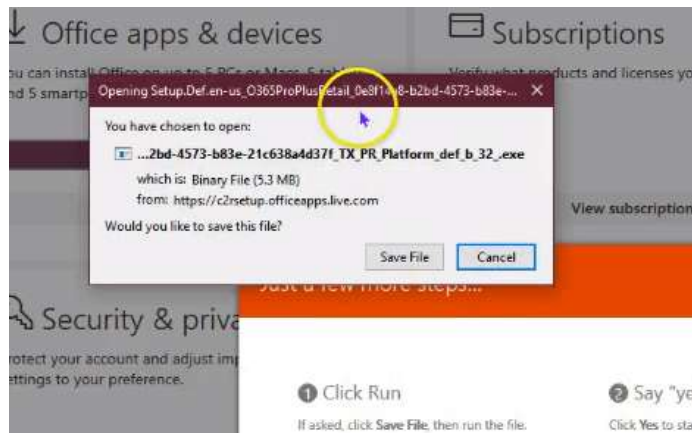


A new message will appear with the next instructions that you need to follow to install the program. You just need to wait.



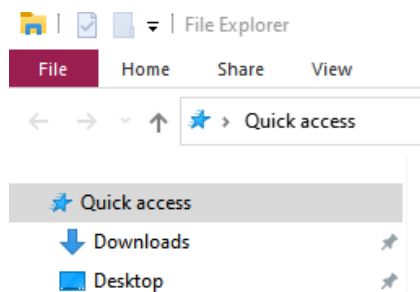
Now, a new dialog box will appear where you are required to click on the Save File button. You must know that the file will be automatically saved on your download folder located in your

computer unless you have changed the preference to download your programs to another location.



Now, go to your computer and locate your file program under the download folder. For PC users, your files will be saved under the download folder. For Mac users, you may be asked to save your file to the desktop.

For PC Users: If you click under the My PC icon from your desktop. Now, look on the left side of the navigation and locate the download folder. It will be listed under Quick Access area or My PC area.



Double click on the download folder and you will see the Office executive program. Double click on that program and follow the instructions that will be presented to you when you install a program.

Once your computer is installed, you need to register the program using your student email account. You can only access the program as a student. So, do not try to enter any other email account.

For Mac Users: You just need go to your desktop and locate the new file. Double click on the download to install the program to your computer. Warning for students using a macOS. You must have one of the three most recent versions of macOS to install Office 365. When a new major version of macOS is released, the macOS and the previous two versions. Also, you cannot install Access to your computer. Therefore, you may need to get a PC to complete any assignments in Access if you are taking a Survey course (CAOT 82).