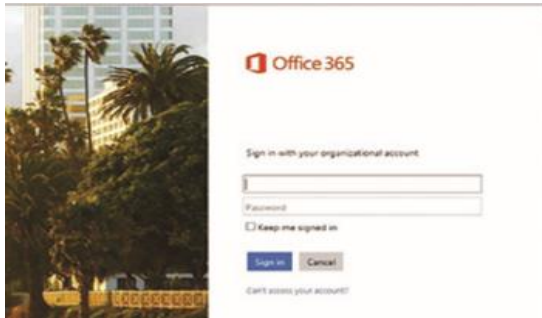
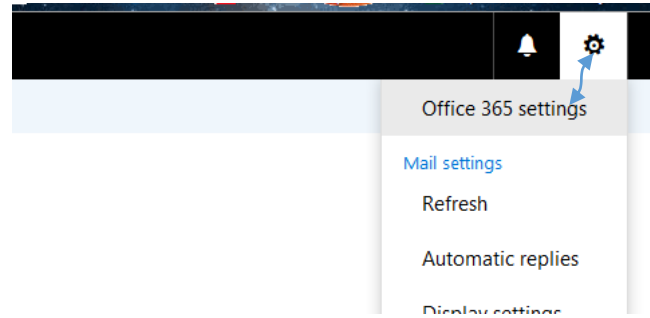


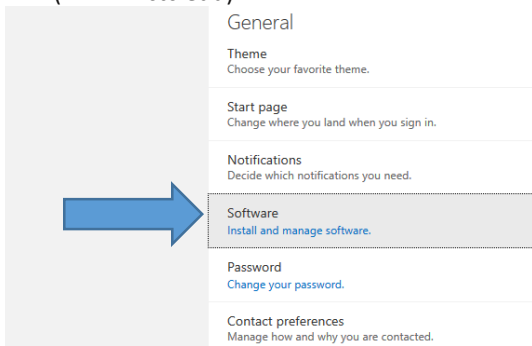
This guide will assist you in the installation of the Office365 Suite available to all currently enrolled students at Mountwest Community & Technical College.



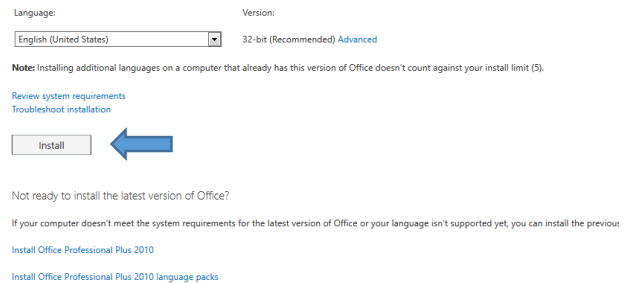
1. Sign into your Office 365 account by clicking the “E-mail” link in the upper left of the Mountwest website ([www.mctc.edu](http://www.mctc.edu)):



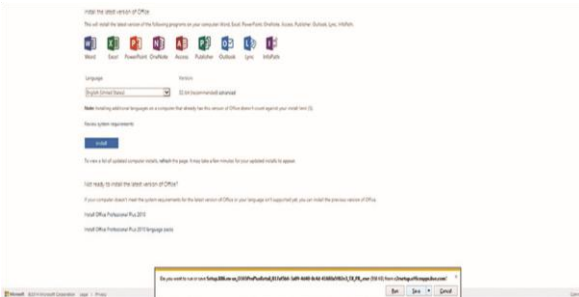
2. Next click on the **Setting icon** and the click on **Office365 Settings**:



3. **Next**, click the Software link to manage your Office365 Installs:



4. Under the “Install the latest version of Office” heading click the Install button to begin installing Office365.



5. A pop-up will appear, click RUN to begin the install process.



6. A progress “window” will then display as office is installed on your device.



7. After the install the box above, welcoming you to your new office, will display. Click NEXT.



8. Following the remaining prompts, first Accepting the terms of the Office Liscense Agreement.

224250

## Meet SkyDrive.

Signing in to Office means you can save documents to the cloud with SkyDrive.  
SkyDrive gives you anywhere access to your files and makes it easy to share with the people who need them.  
[Learn more](#)

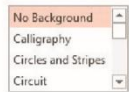


Next

9. The Office Installation will highlight new features that made available to you with Office365 Student Advantage, click Learn More to learn more or press Next to navigate to the next window.

## Hello

How would you like your Office to look?



Next

10. You will have an opportunity to customize the “look” of Office, select a background and click Next.

## We're getting things ready.

Office has lots of great new stuff, and we'd love to show you around while we wrap things up. Here's a quick introduction on what's new.

Take a look

No, thanks

11. The install provides a guided tour at all the features of Office365, to take the tour click “Take a look” or to continue click “No thanks...”



## You're good to go.

We're all done, and you can now go offline if you need to. Enjoy!

All done!

12. To continue with the automated installation click “All done” when the “You’re good to go” screen appears.

Office is installing in the background (89%)

You can use your programs now, but please don't go offline or restart your computer.

13. A box will then appear in the lower right of your Windows screen letting you know the progress of the install.

**COMPLETED**

This completes the set up of Office 365 Student Advantage.