

## Downloading Microsoft Office Instructions

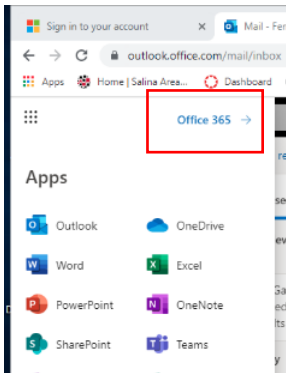
Students have access to downloading Microsoft Office to their personal laptops or computers through Salina Tech.

Follow the steps below

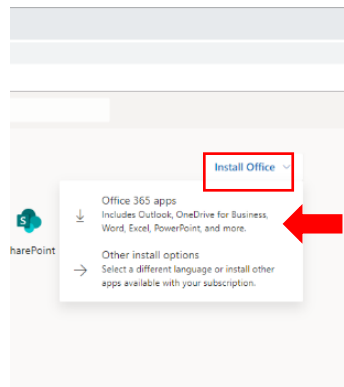
Step 1: Go to salinatech.edu on the top menu bar click E-mail and sign in.

Step 2: Once signed into your email, on the left-hand corner of your screen, click on the icon button. This will open a drop menu.

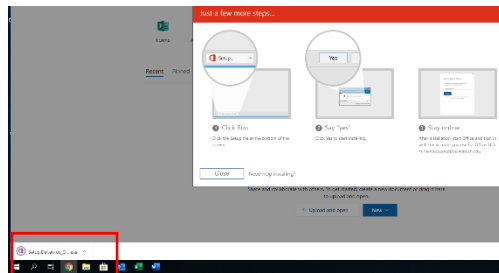
Step 3: Click on Office 365.



Step 4: On the top right of the screen there is an option to “install office” click on “Office 365 apps”



Step 5: Downloading instructions will open, follow the prompt and open the file at the bottom of your screen. Follow the steps prompted.



Step 6: Once the download is finished, restart your device and open all apps to make sure they run correctly.

Step 7: If prompted to activate the programs, sign in with your email username and password.