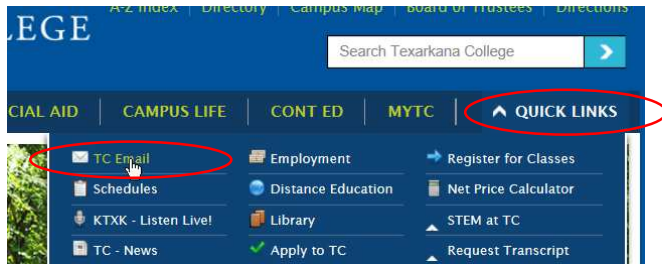
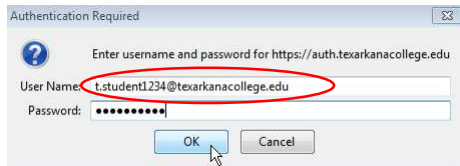


Office 2013 Professional Plus for Students

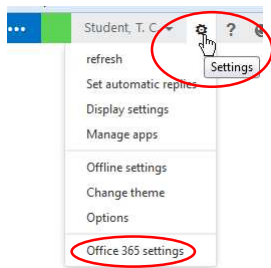
1. Log in to your TC Email account either through myTC or by using the TC Email link found under Quick Links on the TC website:



2. If prompted to login use your TC email address as the login name and your TC password:

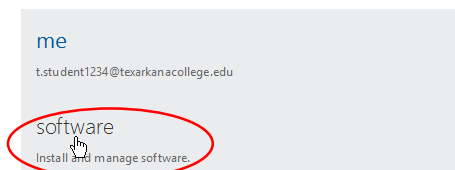


3. Once logged in to your TC Email account, click on the settings icon in the top, left corner of the TC Email window and then select "Office 365 settings":



4. Click on "software" under Office 365 settings:

Office 365 settings



5. The system will automatically select either a PC or Mac version depending on what type of computer you have. Click "install".

Office

Install the latest version of Office

This will install the latest version of the following programs on your computer: Word, Excel, PowerPoint



Language:

English (United States)

Version:

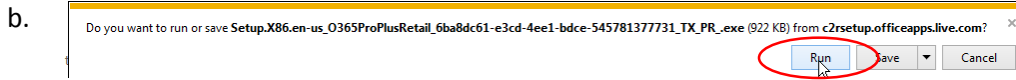
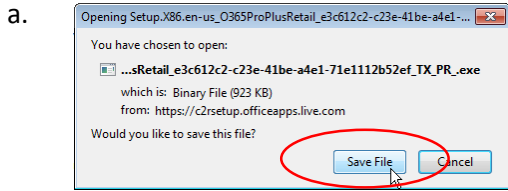
32-bit (recommended) advanced

Note: Installing additional languages on a computer that already has this version of Office doesn't

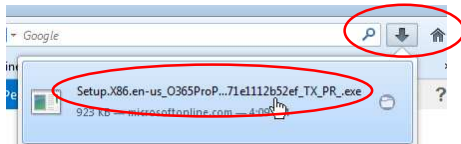
[Review system requirements](#)

install

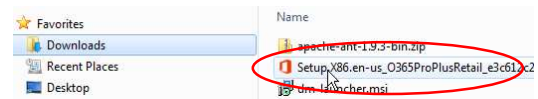
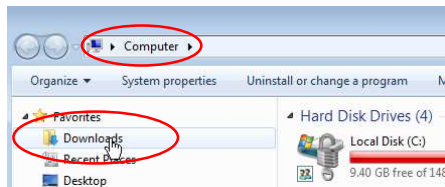
6. Some browsers will ask you to (a) “Save File” or “Cancel”. Others will have a (b) “Run” option. Use the “Run” option if it is available and go to step 8, otherwise choose “Save”.



7. If you chose option “a” in step 6, locate the downloaded file and run it. Most browsers have an icon that will display the downloaded file. If it does not, you will locate the Download folder using the Computer icon on the Start Menu (Windows 7 or earlier) or Search (Windows 8). Some examples are shown below:



Firefox, click to run



Locate Downloads and double-click to run

8. On the dialog, choose to “Run” the file if asked. The installation will start and load Microsoft Office on your computer. All that is left is for you to answer any prompts the software presents during installation. This is a “streaming” subscription which means the software will be downloaded from the Internet and may take a while to complete.

