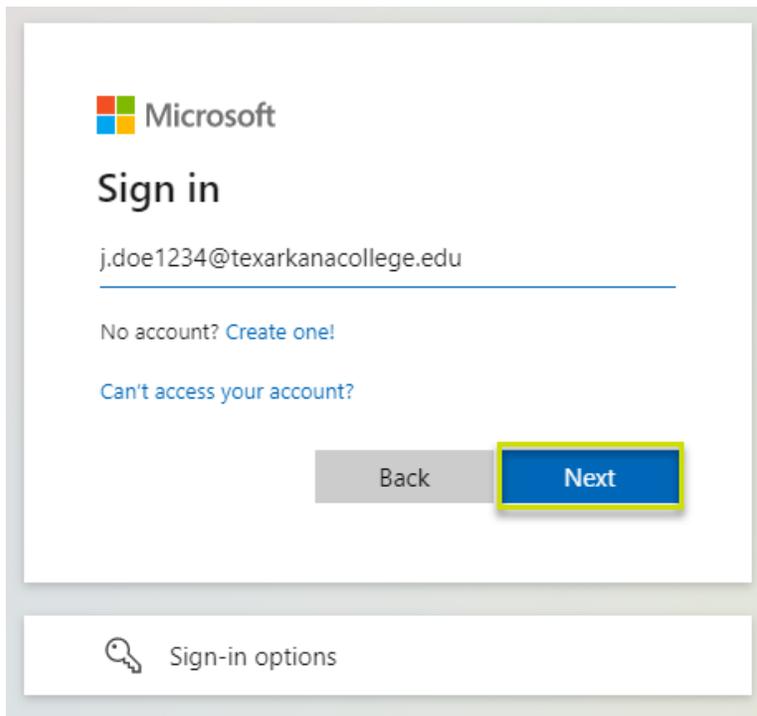
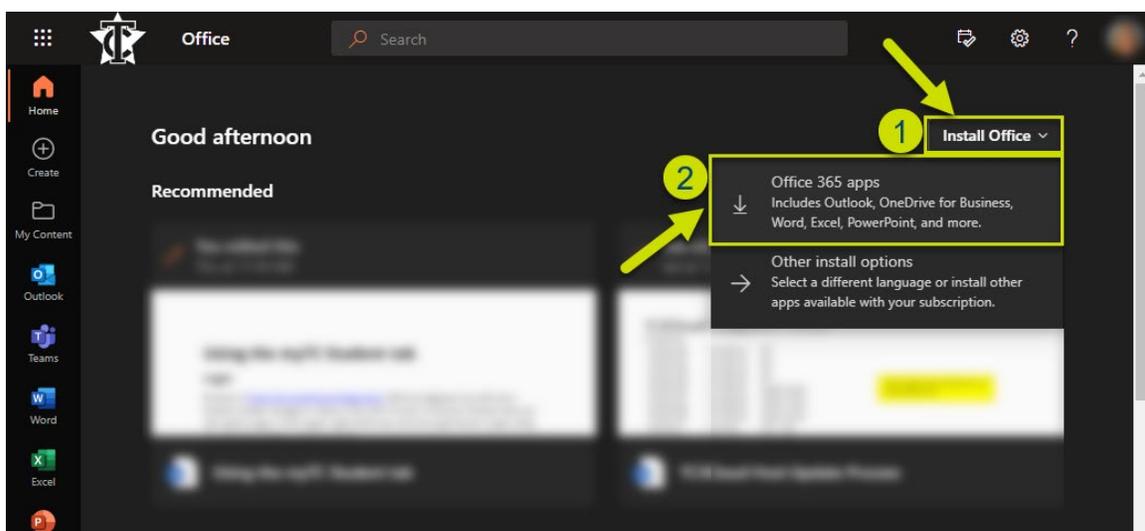


Installing Office Suite

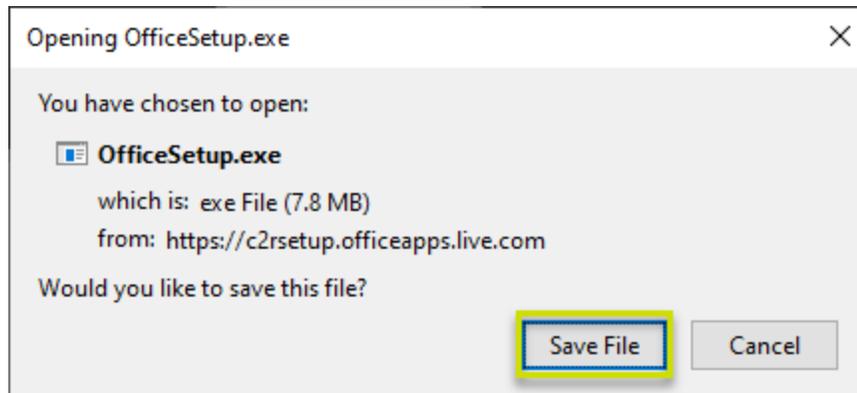
1. Browse to <https://portal.office.com>. If prompted, login using your TC email and password.



2. From the Office Home page, on the right side of the window, click **Install Office**.

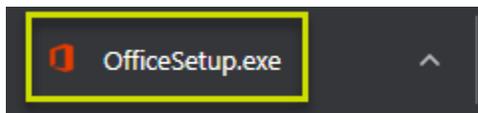


3. The download will begin automatically.
 - a. Depending on your browser, you may be asked to “Save” file or “Cancel”. Choose “Save”.

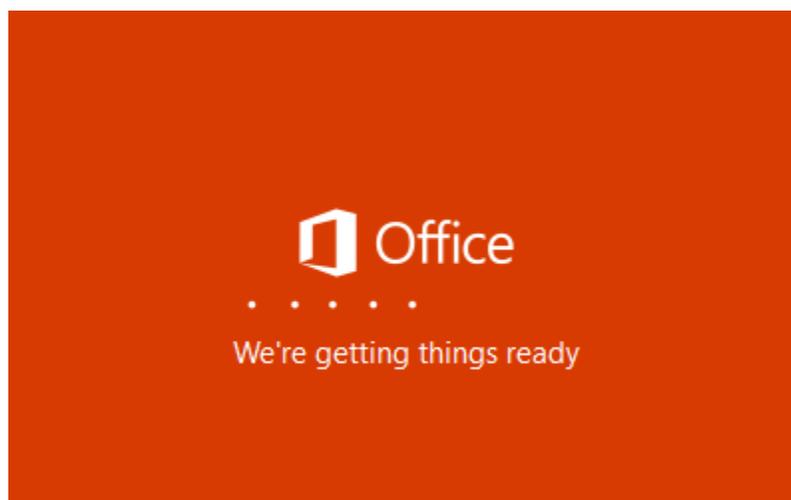


Example of “Save File” prompt in Mozilla Firefox

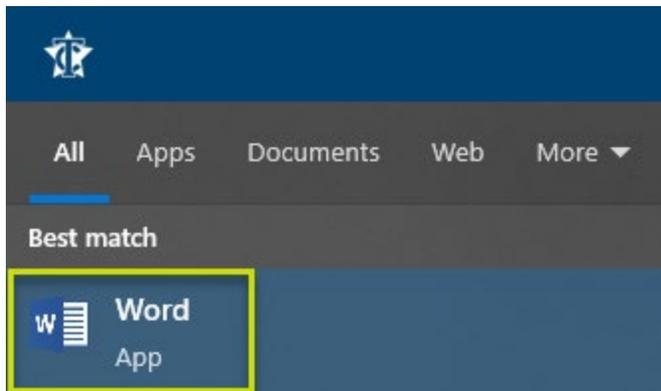
4. Click **OfficeSetup.exe**.



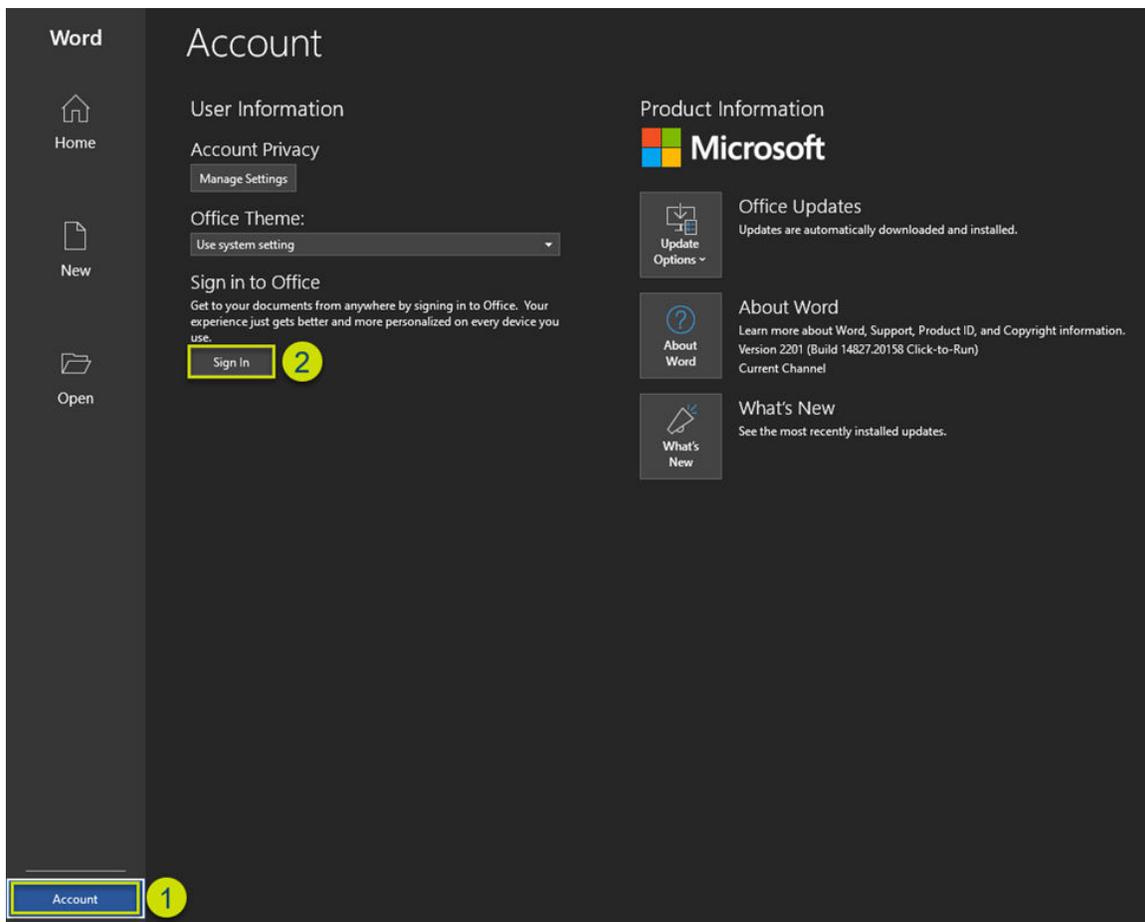
5. If prompted, click “Run”. Answer any remaining prompts presented, and the installation will begin.
 - a. Office is being downloaded from the internet while the installer is open, so installation time will vary depending on your internet connection.



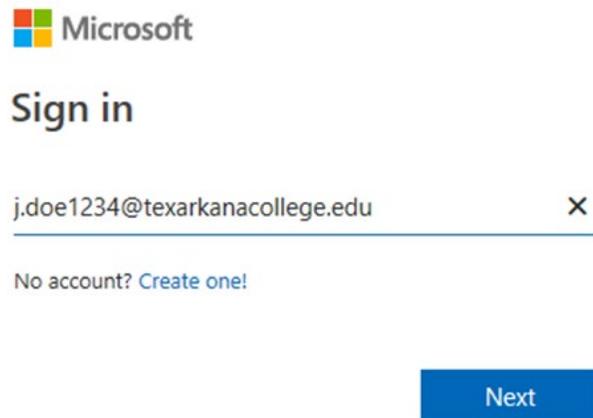
6. After the installation has finished, Office needs to be **activated** with your **TC account**. Launch any Office program (Word, Excel, etc.)



7. Click **Account**, then click **Sign In**.



8. Sign in with your TC email account.



9. Your **User Information** now be visible within the **Account** tab, and the top right of the **Title bar**.

