



*Acer Tablet Tips:*

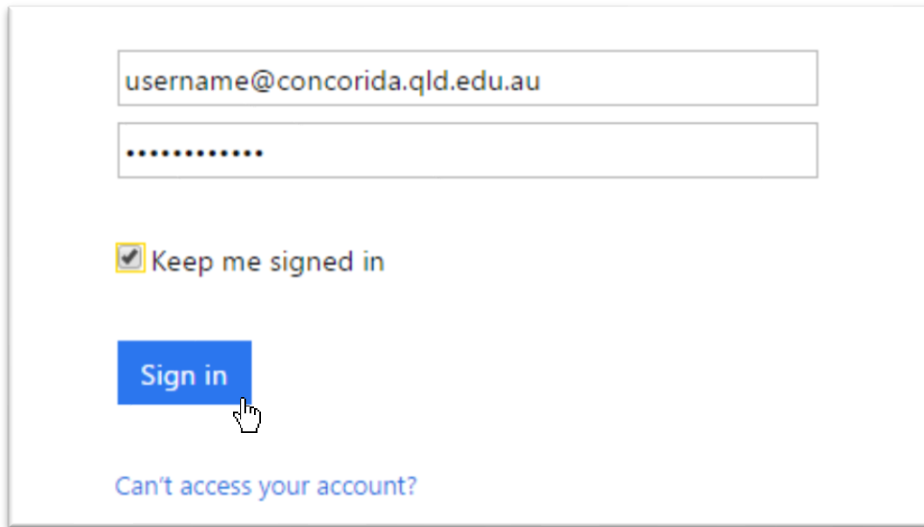
## HOW TO: Install Microsoft Office 365

You can install the Microsoft Office 365 suite on 5 different devices using your login credentials.

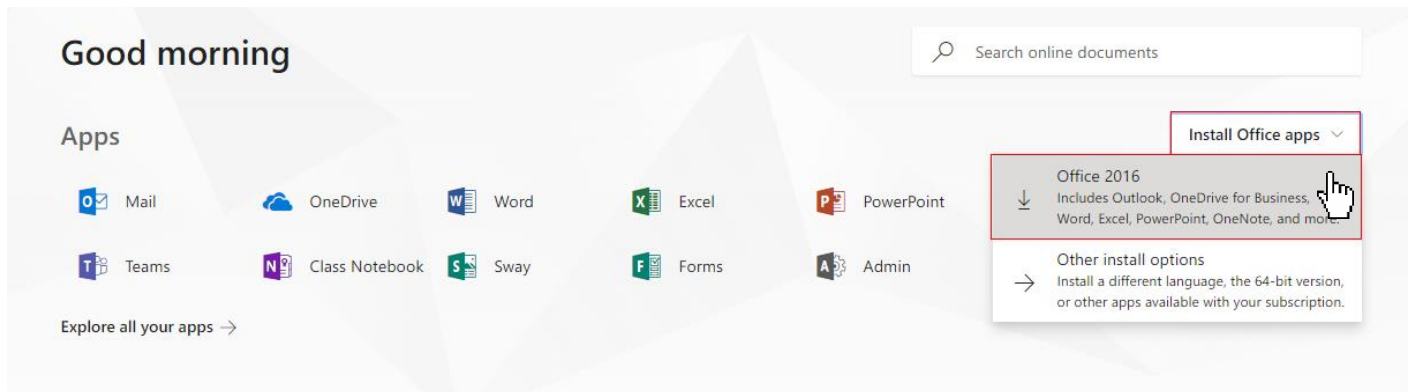
**In this document: Download Office 365**

# Download Office 365

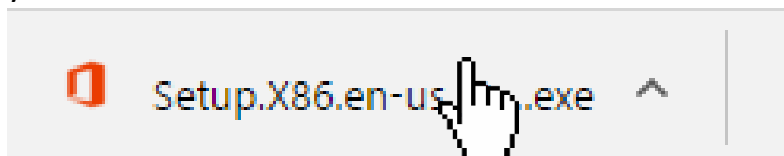
**Step 1:** Visit <https://login.microsoftonline.com/> and login using your Concordia Email credentials.



**Step 2:** Click “Install Office Apps” on the top-right of the screen.



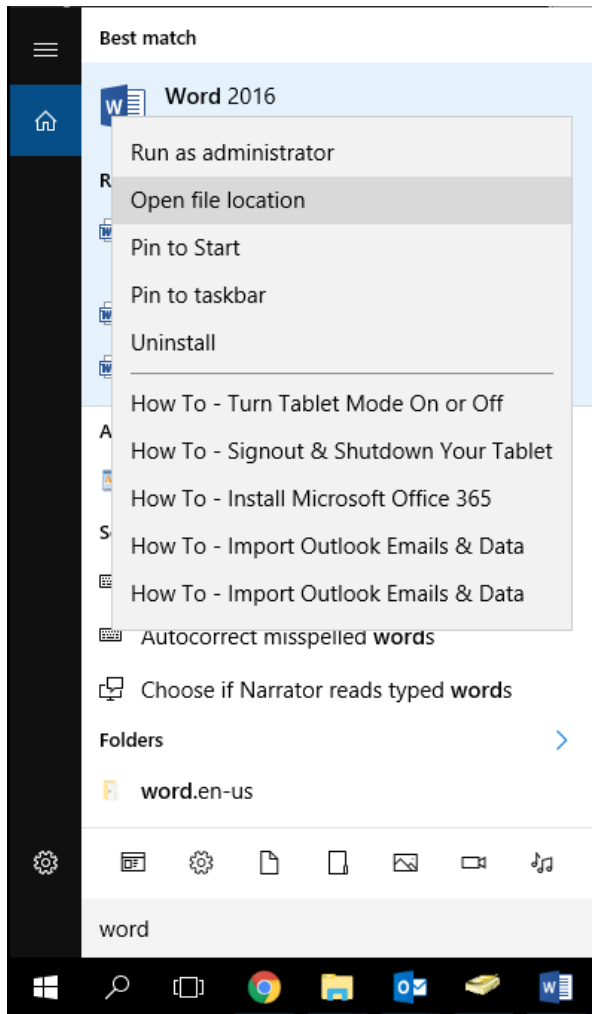
**Step 3:** When it is finished downloading, click the install on the bottom left of the screen on your web browser.



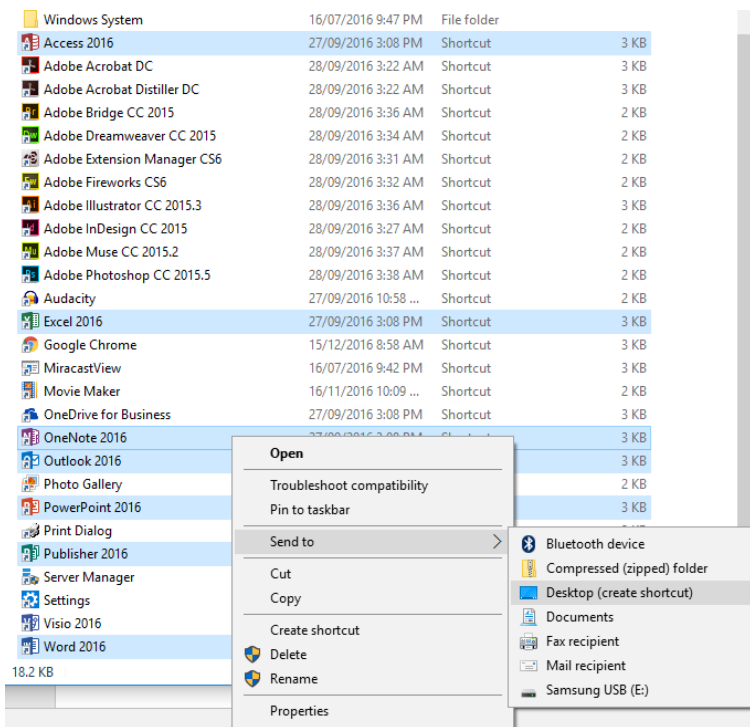
**Step 4:** Click “YES” on the first pop-up box then follow the installation instructions.

## Optional – Create desktop shortcuts

**Step 5.** Search for “Word”, then right click the program and select “Open file location”



**Step 6.** Select the programs you wish to create desktop shortcuts for, then right click and select “Send to” > “Desktop”



**Note:** You can online install MS Office 365 on 5 devices linked to your credentials. To install on more devices, you must deactivate a previously installed device.