

How to install Microsoft Office to your home computer

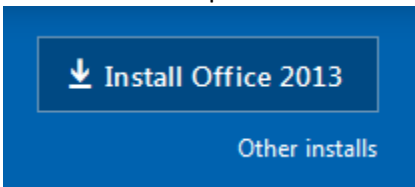
Portage College provides its Staff and Students with free Office to install on up to 5 computers (Windows and/or Mac) and mobile devices, for as long as you are employed at or attending Portage College, after which, *Office applications enter a reduced-functionality mode, which means that you can view documents, but you cannot edit or create new documents.*

1. Click the login button on the LOGIN page of the College website
2. Login to the Single Sign Portal using your username and password (the same credentials you use to login to college computers). For help, refer to the Login Instructions on the College website Login page.

3. Click the Office 365 App



4. Click the **Install Office** button to download the Office installer to your computer or click *other install* for more options.



5. Run the downloaded Office installer to install Office to your computer.
6. To install the Office apps to your mobile device, go to the Apple store or Google play, search for and install the apps. Sign in to the apps with your email address and password (the same password you used above in step 2).