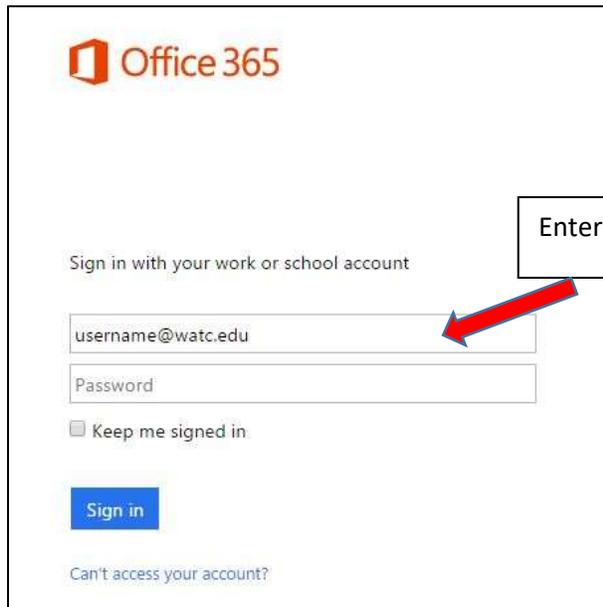




Installing Office 365 on personally owned Student Computers

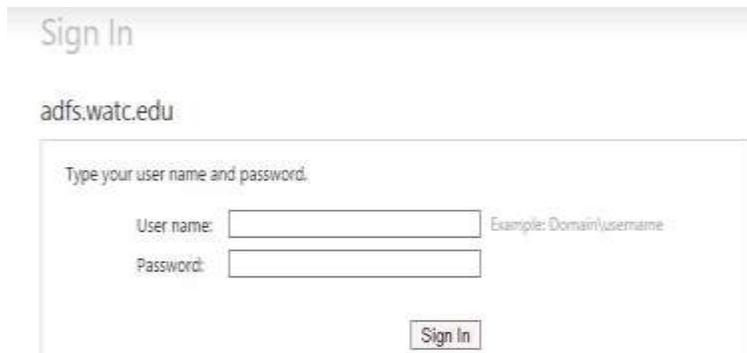
1. To begin installation open Internet Explorer  or any web browser and go to <https://login.microsoftonline.com/>

A screenshot of the Office 365 login page. At the top left is the Office 365 logo. Below it, the text 'Sign in with your work or school account' is displayed. There are two input fields: the first contains 'username@wac.edu' and the second is labeled 'Password'. Below the password field is a checkbox labeled 'Keep me signed in'. A blue 'Sign in' button is positioned below the checkbox. At the bottom left, there is a link that says 'Can't access your account?'. A red arrow points from a text box to the username field.

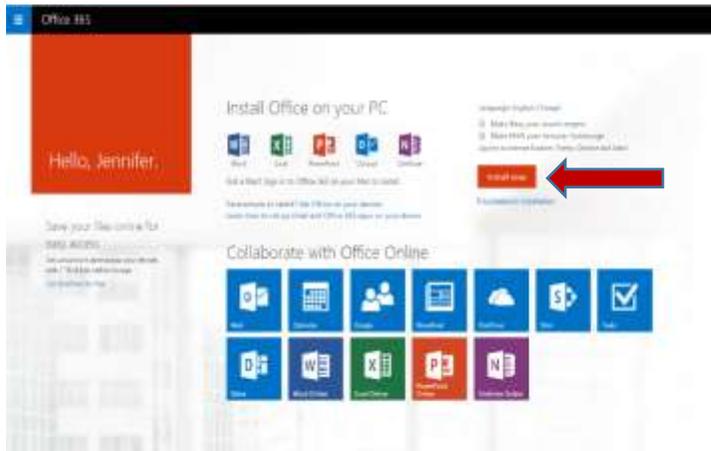
Enter your WATC email address here.

Note: We are still in the process of moving all of our IT Systems off the WATC domain. Unfortunately Office 365 email isn't slated to move until Jan 2019. Until then, even though students have a WSUTech email address, use your other WATC email address for Office 365 Email and Applications. Thanks for your understanding!

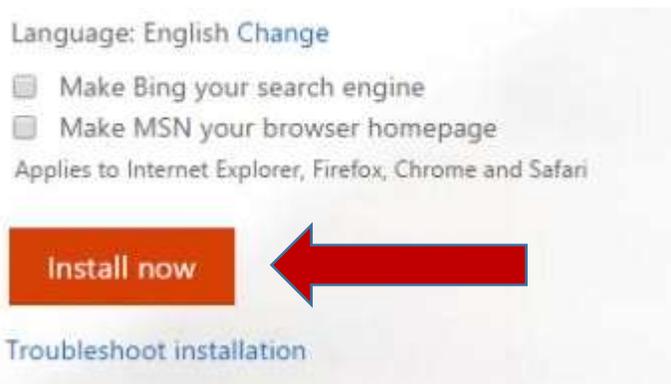
2. Press the tab key. You will now be redirected to this screen. Enter your WATC username and password like you do on WATC campus computers then click Sign In.

A screenshot of a web sign-in page. At the top, the text 'Sign In' is displayed in a light grey font. Below it, the URL 'adfs.wac.edu' is shown. A large box contains the instruction 'Type your user name and password.' Below this instruction are two input fields: 'User name:' and 'Password:'. To the right of the 'User name:' field, there is an example: 'Example: Domain\username'. A 'Sign In' button is located at the bottom right of the input box.

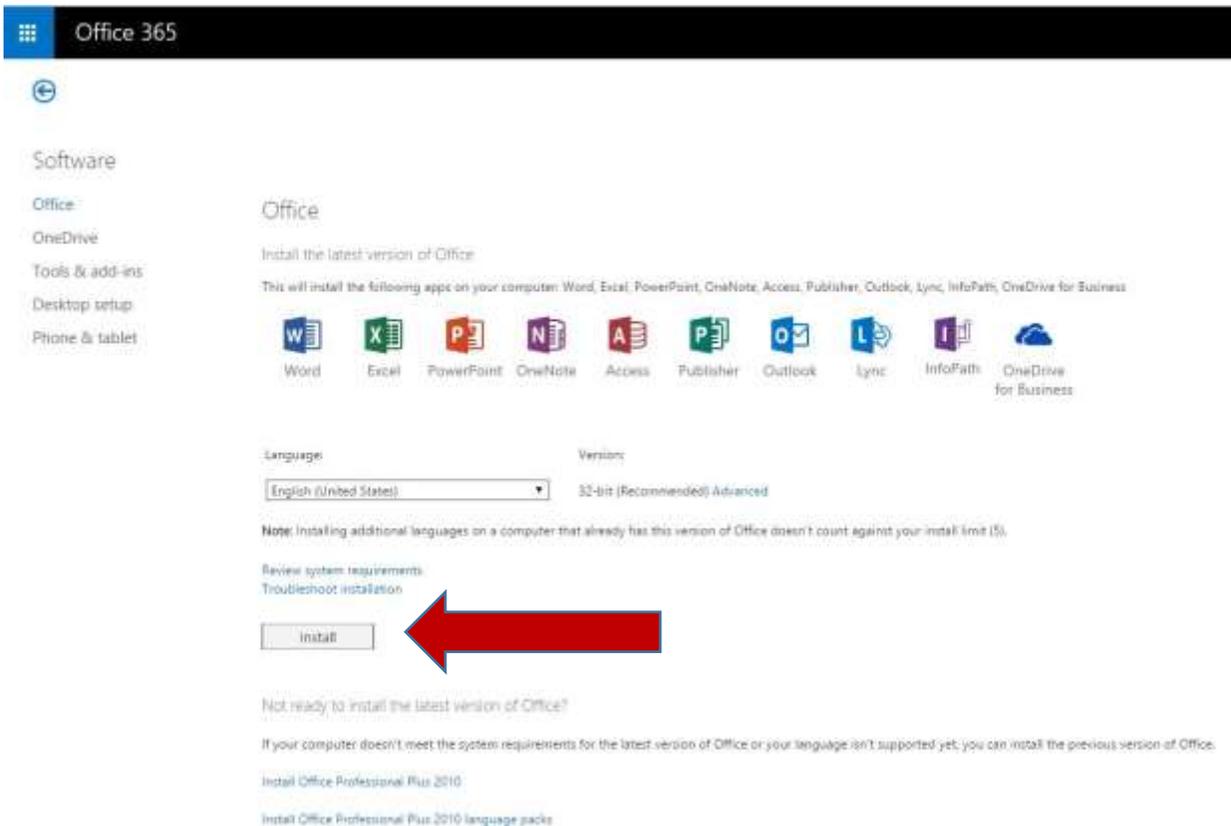
3. Your screens should now look like this



4. Now click on Install, you may uncheck the two optional Bing and MSN check boxes



5. After clicking install you should see this page



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 count against your install limit (5).

[Review system requirements](#)

[Troubleshoot installation](#)

Install



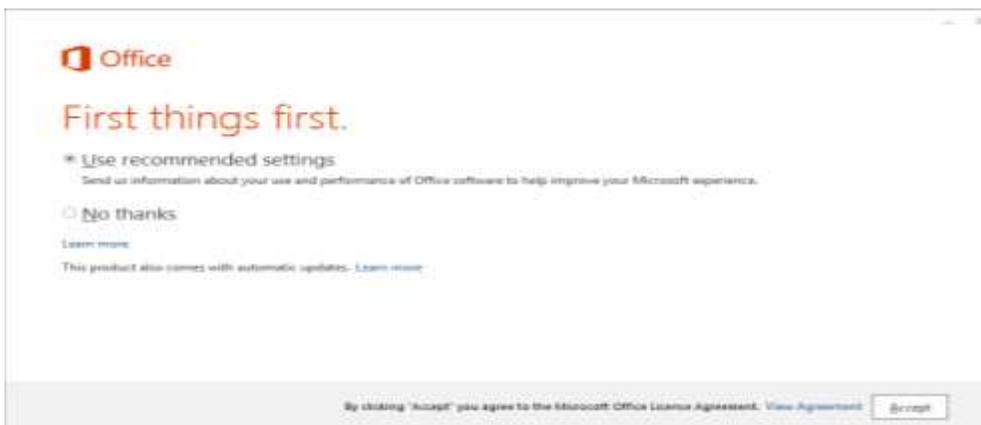
6. When you click Install it will download the Install file to your Downloads folder. Open your Downloads folder and look for this icon/file.

Once you double click this icon/file you will begin the install process:



Office is installing in the background (53%) ✕
You can use your programs now, but please don't go offline or restart your computer.

7. Next select recommended settings:



You may be asked to choose a background (optional).

8. Congratulations, now you are ready to use Microsoft Office!