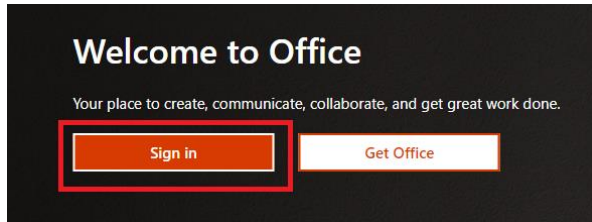
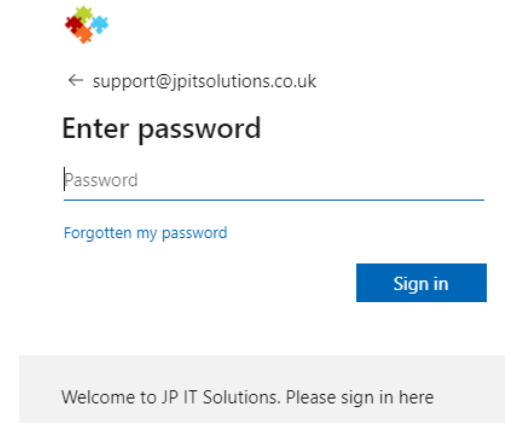


How to install office applications

1. Go to <https://portal.office365.com> and click Sign in

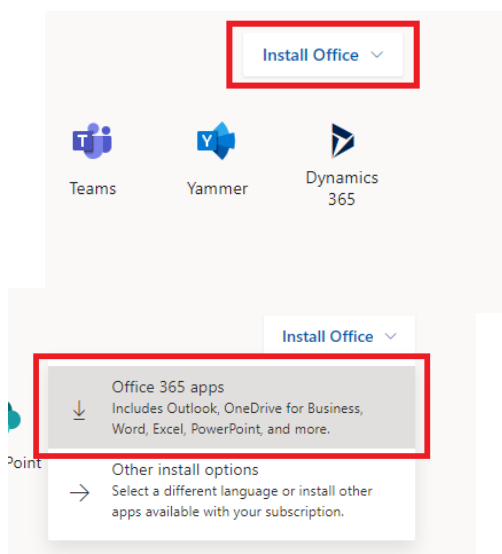


2. Sign in with your email address and password



NOTE – IF YOU DON'T SEE YOUR LOGO WHEN YOU SIGN IN, CALL JP IT Solutions, as there is a problem.

3. Click install office, then click office 365 apps



4. Your office applications will now download depending on the browser you use.
 - Chrome will automatically download
 - Safari you will need to view in finder and click to run

