

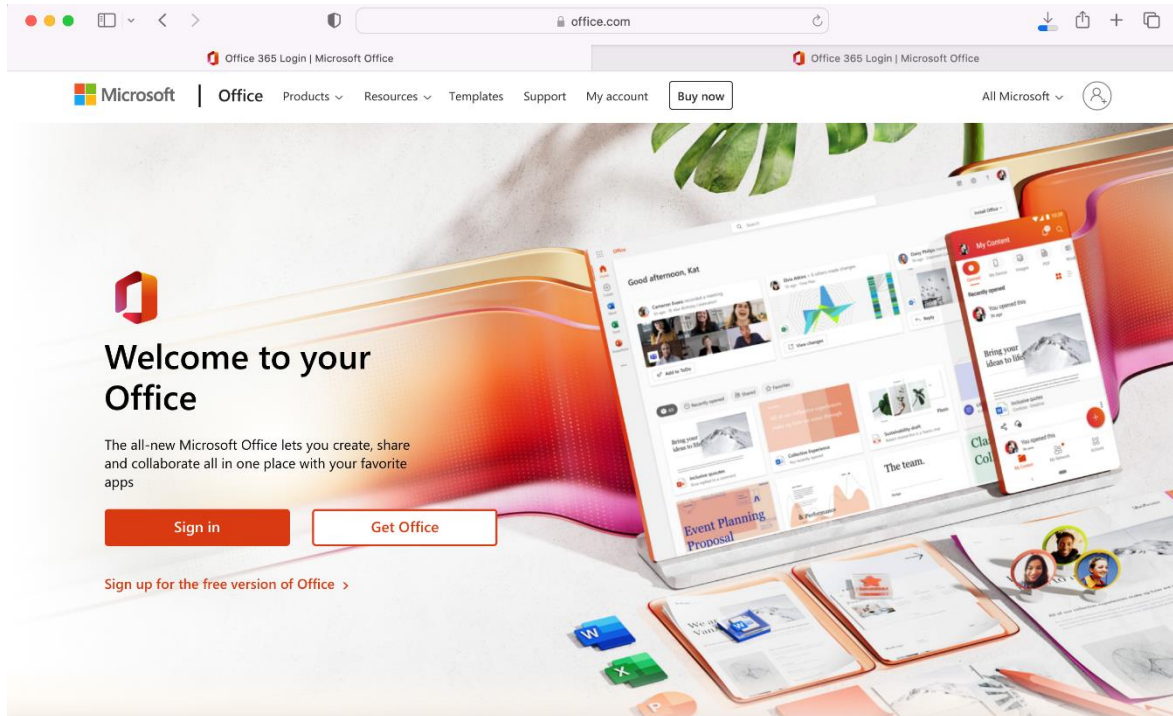
Installing Office on Your Desktop

Before you begin:

- **Users must first uninstall all currently existing Microsoft Office products on their Windows or Mac computer before following these steps.**
- The download file can be larger so it may be best to download at home. Downloading over JeffcoWiFi may take several minutes.

Follow these Steps:

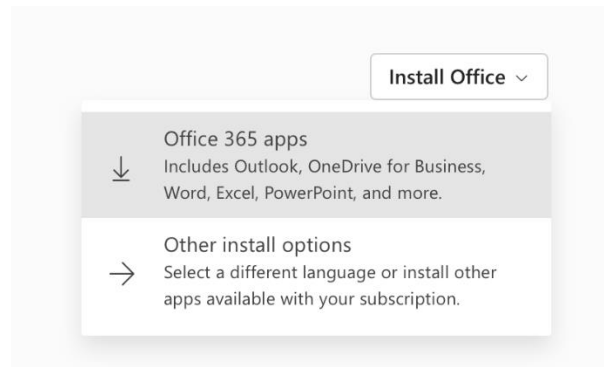
- 1) In a web browser, go to office.com and click Sign In



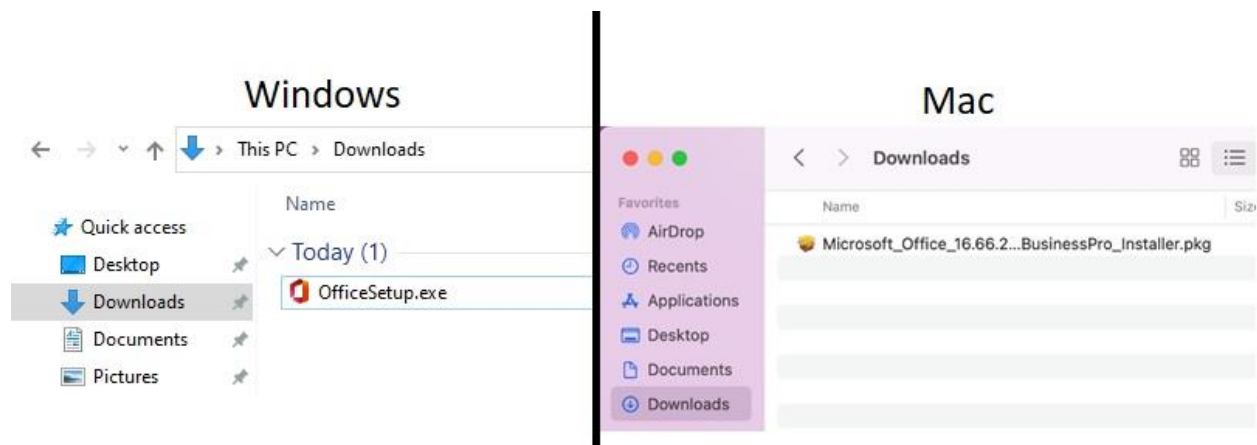
- 2) Enter your Jefferson College email and password
- 3) On the Home screen look for the Install Office button



Installing Office Desktop Applications



- 4) Choose "Office 365 Apps" and a download will begin
- 5) Once the download has completed, go to the download location



- 6) Install download and follow prompts
- 7) Once download has completed, it may ask you to sign into your Jefferson College Microsoft account again
- 8) You should now be able to use the following products as a desktop application:



Need Help?

If these steps do not work or you encounter additional issues, please contact the Help Desk at (636) 481-3234, option 2 and we can further assist you.