

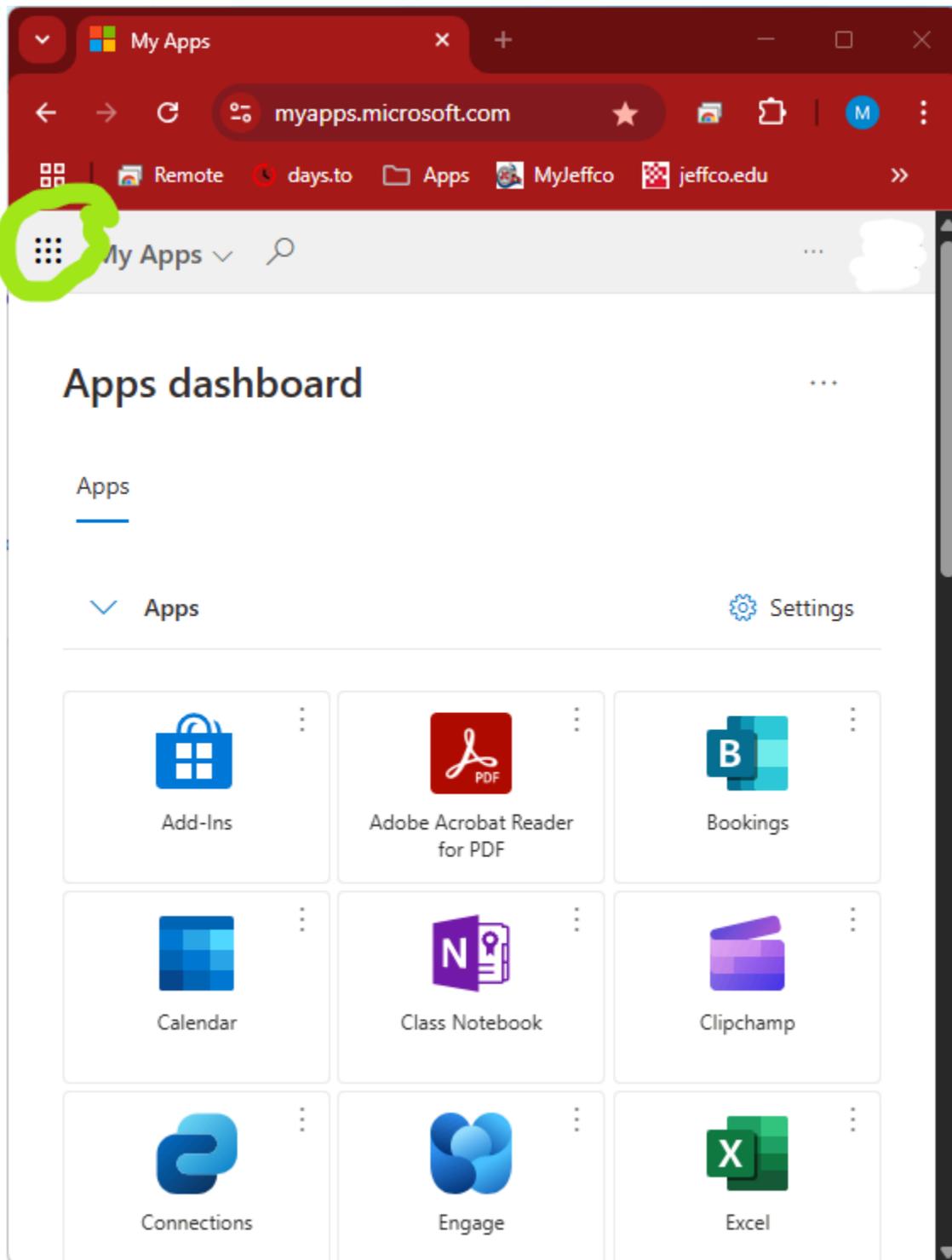
Go to MyJeffco

Click Microsoft Office on Quicklinks menu



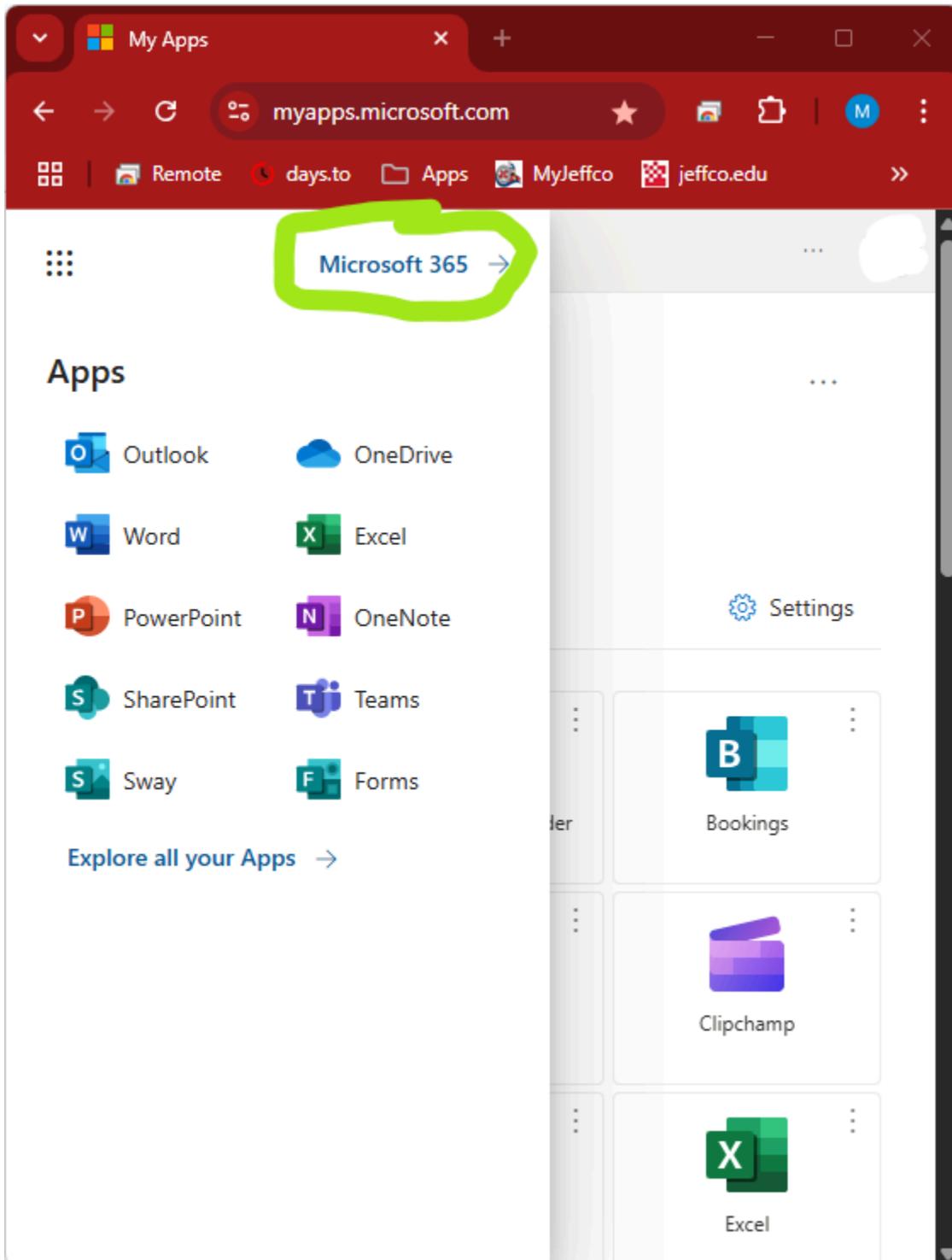
After you are authenticated, you will be on the Microsoft Office 365 Apps dashboard.

Click the the Apps Launcher icon in upper left corner



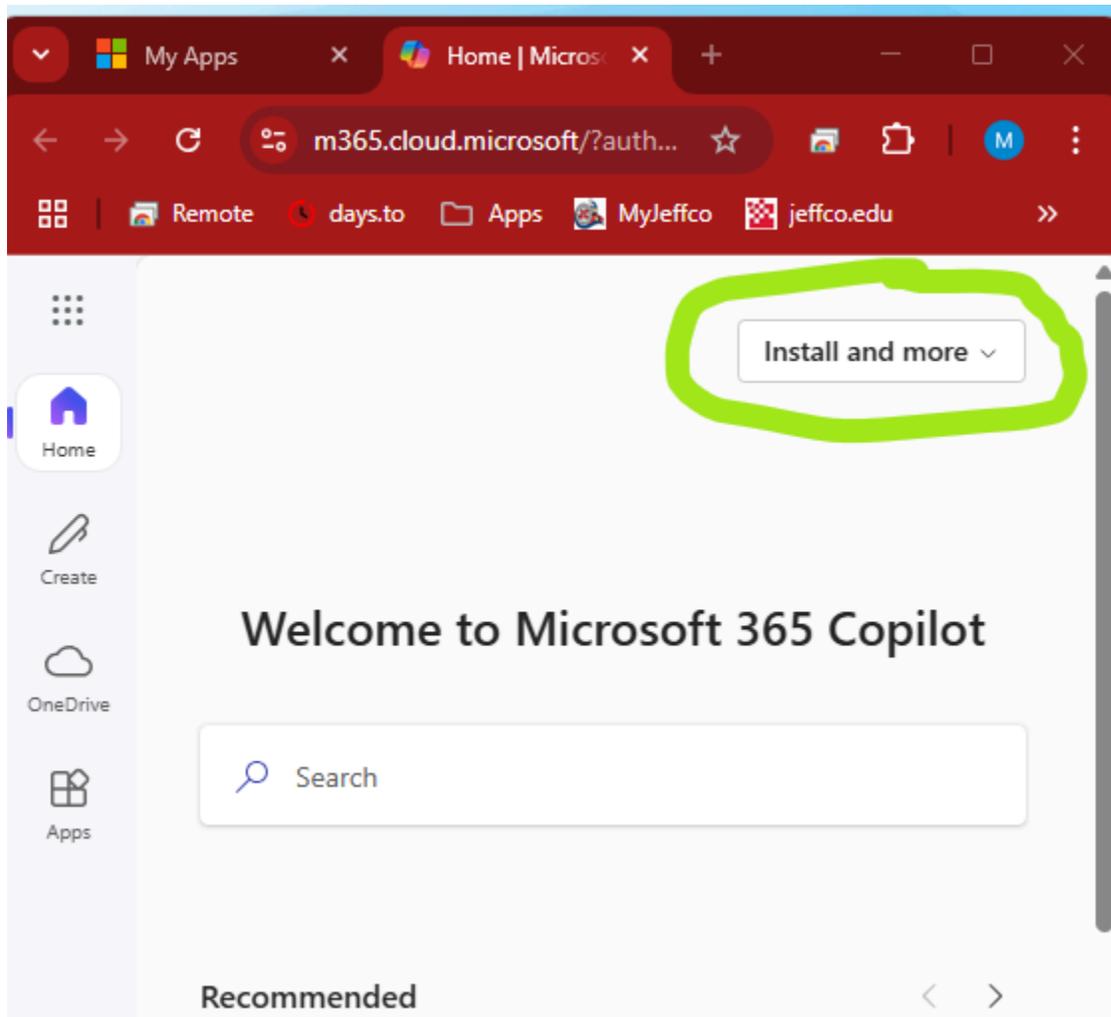
This will display an Apps List.

Click the Microsoft 365 link



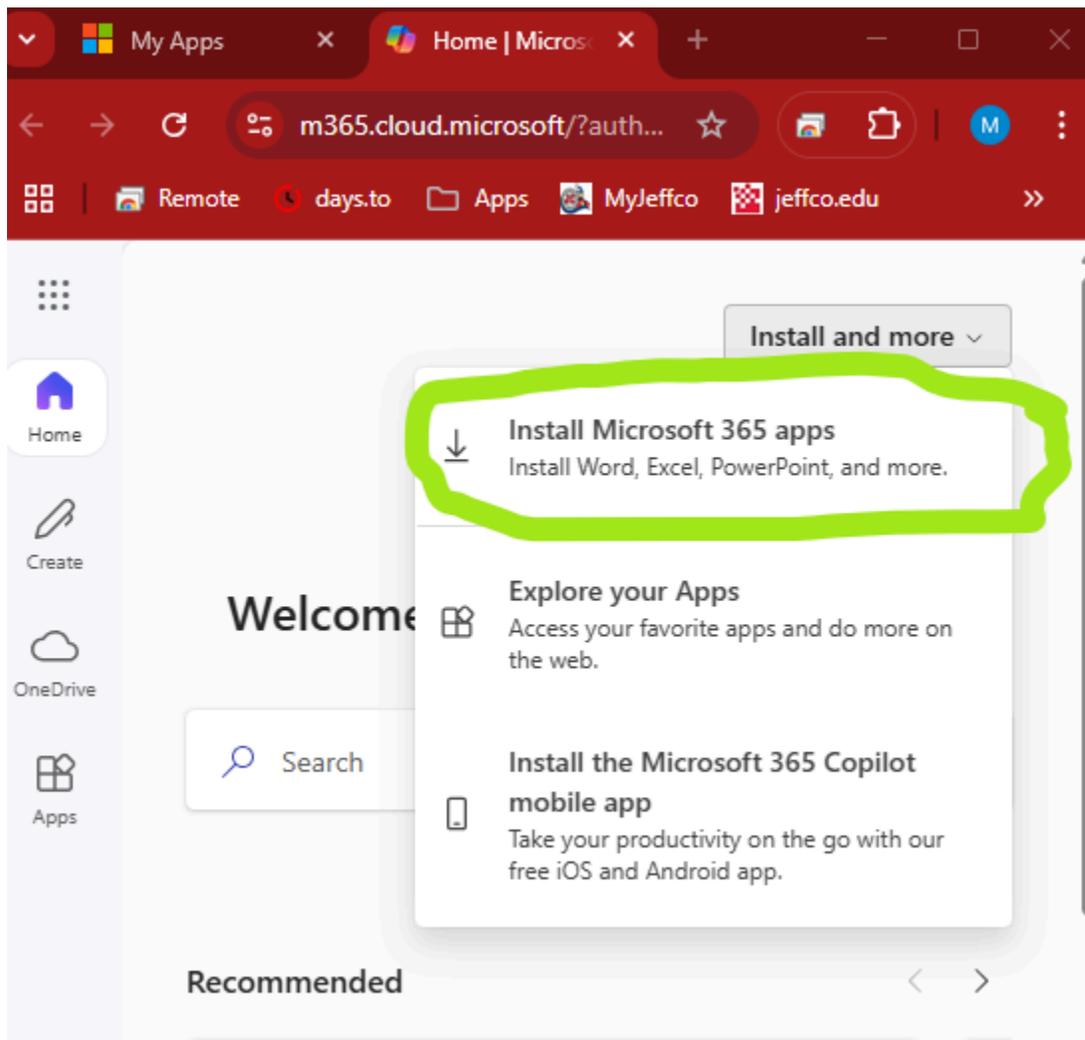
This will bring up the Microsoft 365 Welcome Page.

Click the Install and more button



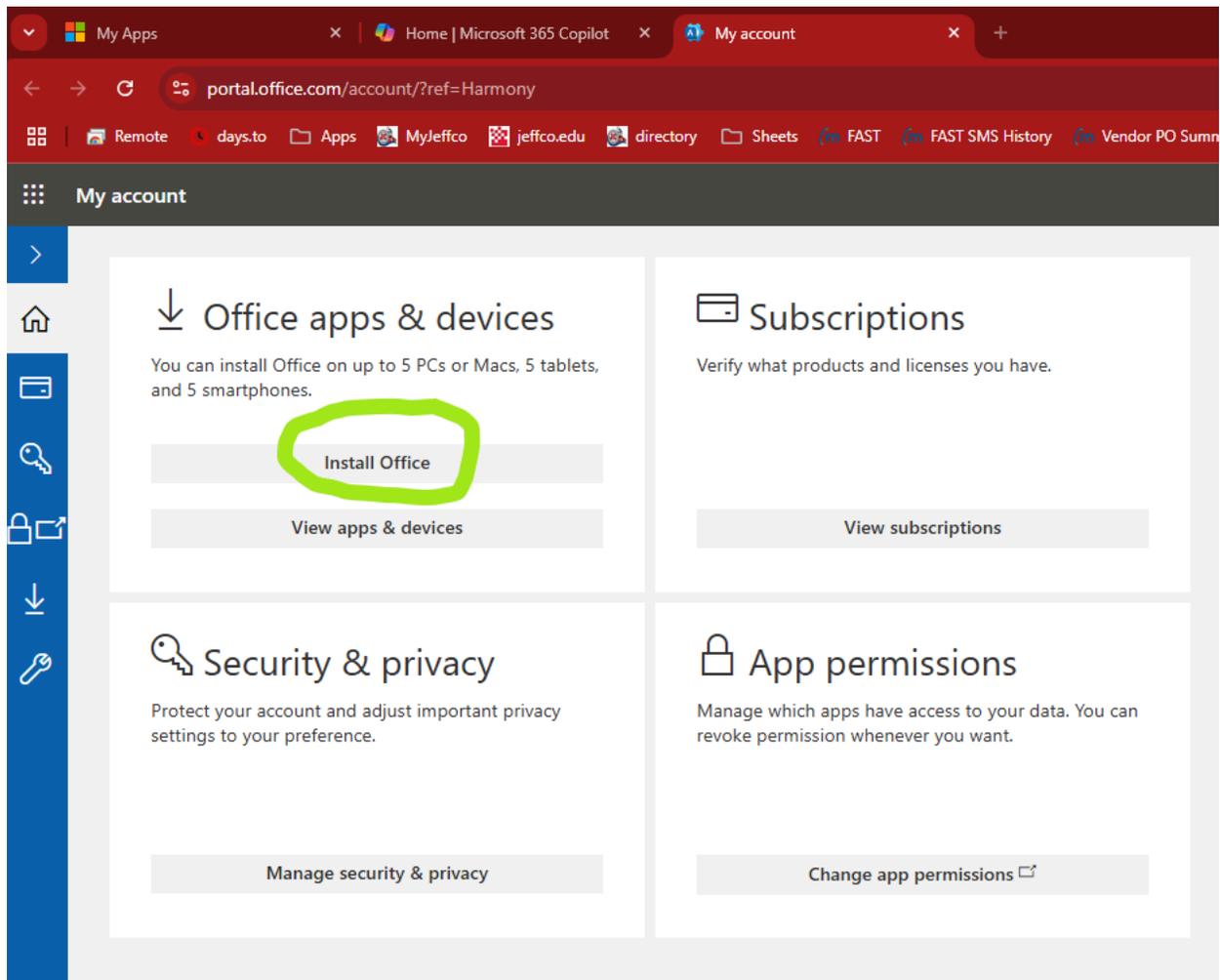
This will display a drop down menu.

Click Install Microsoft 365 apps



This will open up to a portal showing your Microsoft account.

Click the Install Office link



That will download the OfficeSetup.exe file (if you are on a Windows device).

You would then need to execute the OfficeSetup.exe to install the software.