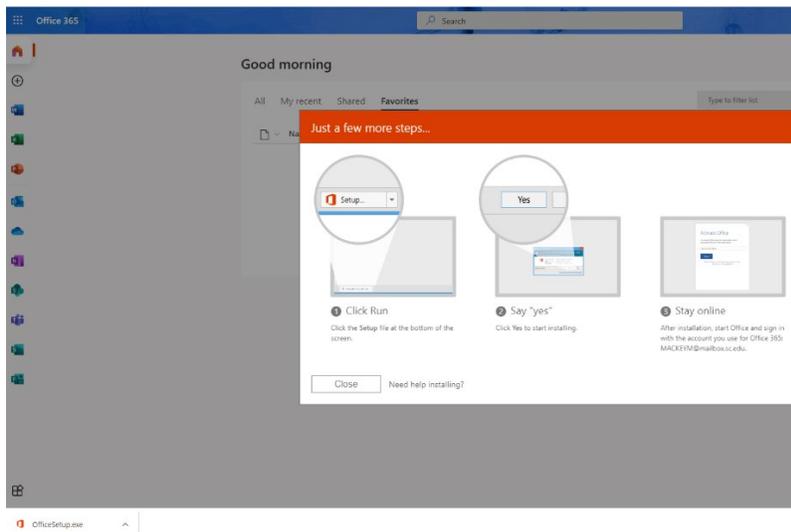
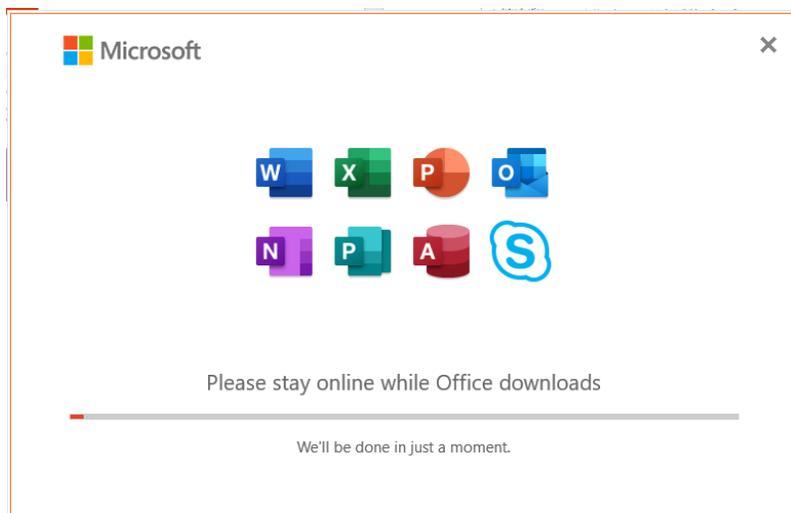


Office 365 Installation Instructions for Windows

1. Suggested web browser is Google Chrome.
2. **Log into the Office 365 portal** <https://portal.office.com>, with your full **UofSC E-mail address** and **password**.
3. **DUO Multifactor** verification may be required to proceed.
4. On the upper right-hand side click **Install Office**, located above the **Upload** button.
5. A dialog box will download to the bottom left side of the screen named **OfficeSetup.exe**.

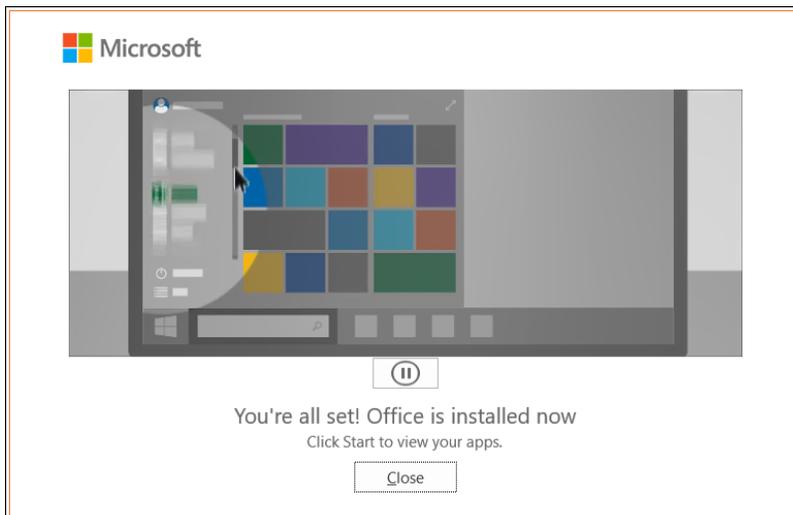


6. Once downloaded, click **OfficeSetup.exe**.
7. Next, a pop-up box that says **"Do you want to let this App Make Changes to Your Computer"** will appear, select **Yes**.
8. Then another pop-up box will appear showing the progress of the download.



9. Follow the on-screen installation steps.

10. When the installation is complete, the pop-up box below will appear.



11. Click **Close**