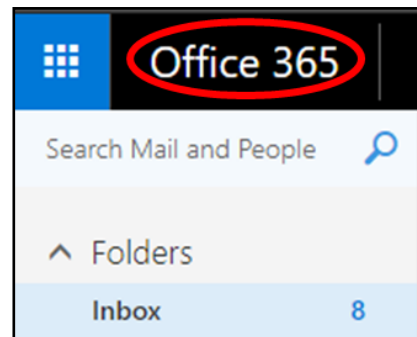


Installing Office 365 for Students

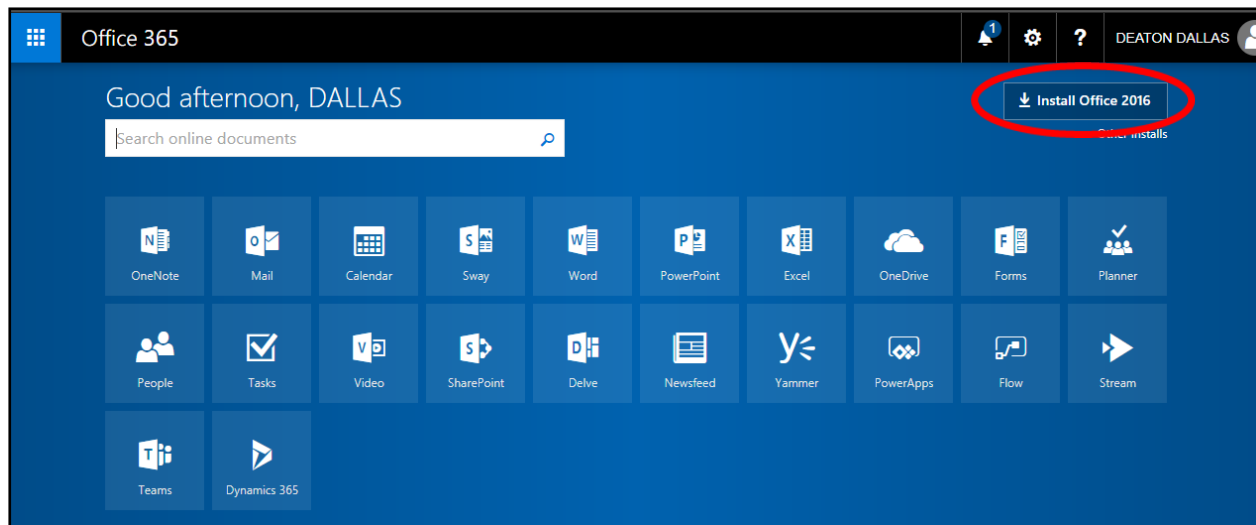
Henderson State has partnered with Microsoft to allow students to obtain a FREE copy of Office for your personal computer!

Step One: In order to install Office 365 onto your personal computer, you must first log into your **Henderson** email account. These instructions can be found on the myHenderson home screen/logon page.

Step Two: Once you have successfully logged into your email account, you should be looking at your inbox. In the upper left hand corner, you should see a blue square with 9 white squares inside of it. To the direct right of this symbol is a logo for "Office 365". Refer to the image to the right.



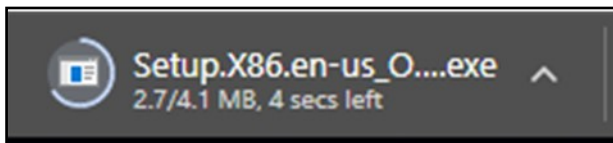
Step Three: Click on the Office 365 logo. You will be brought to this page:



Note: If you are using a Chromebook or if you do not have at least 3GB of storage on your computer, skip to step six.

Installing Office 365 for Students

Step Four: Click “Install Office 2016” in the upper right hand corner of the page. (Circled in red on the previous screenshot) This will begin a download at the bottom of your window. Allow the file to finish downloading.



Step Five: Once the file is finished downloading, click on the download. You will have a popup asking for permission to make changes to your computer. Click “Yes”. This will open an installer. Keep the window **open** throughout the entirety of the download. You may click away in order to work on other things, just do not **close** this window. When the program first launches, you will need to log in with your @reddie email account. Use the same email account/password that you used in step one.

Step Six (For Chromebooks and Low-Storage PCs): If you have a Chromebook or low storage on your PC, refer back to the image in **Step Three**. Simply click on one of the tiles for whatever you need. For instance, if you are wanting to create a Word document, click on the Word tile. This will open Word Online. Here, you can create, edit, and download documents through the internet. For this reason, if you do not have internet access, you will **not** be able to access your documents.

For further assistance in using online apps, visit: <https://support.office.com/en-us/article/Get-started-with-Office-Online-in-Office-365-5622c7c9-721d-4b3d-8cb9-a7276c2470e5>

Scroll to the bottom of the page to receive tips/walkthroughs on how to perform basic tasks in Word Online, Excel Online, PowerPoint Online, and OneNote Online.