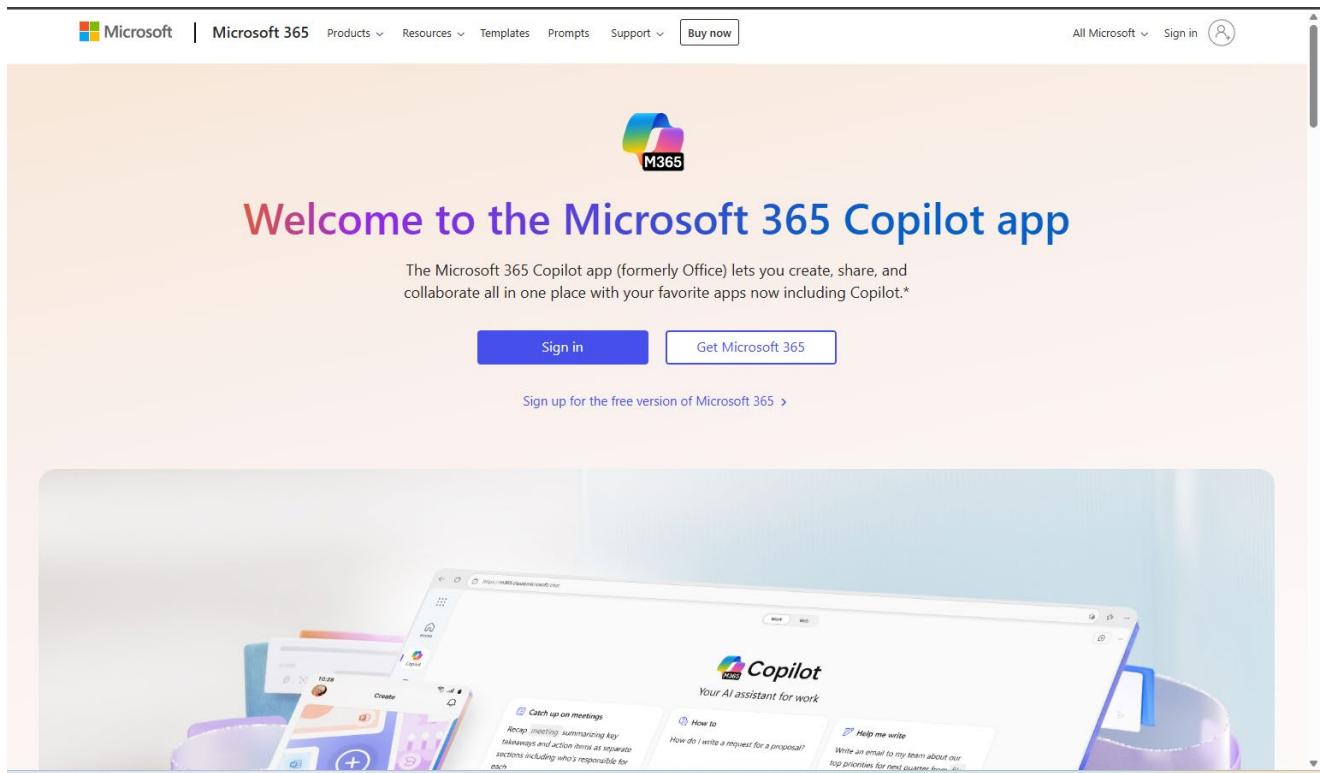


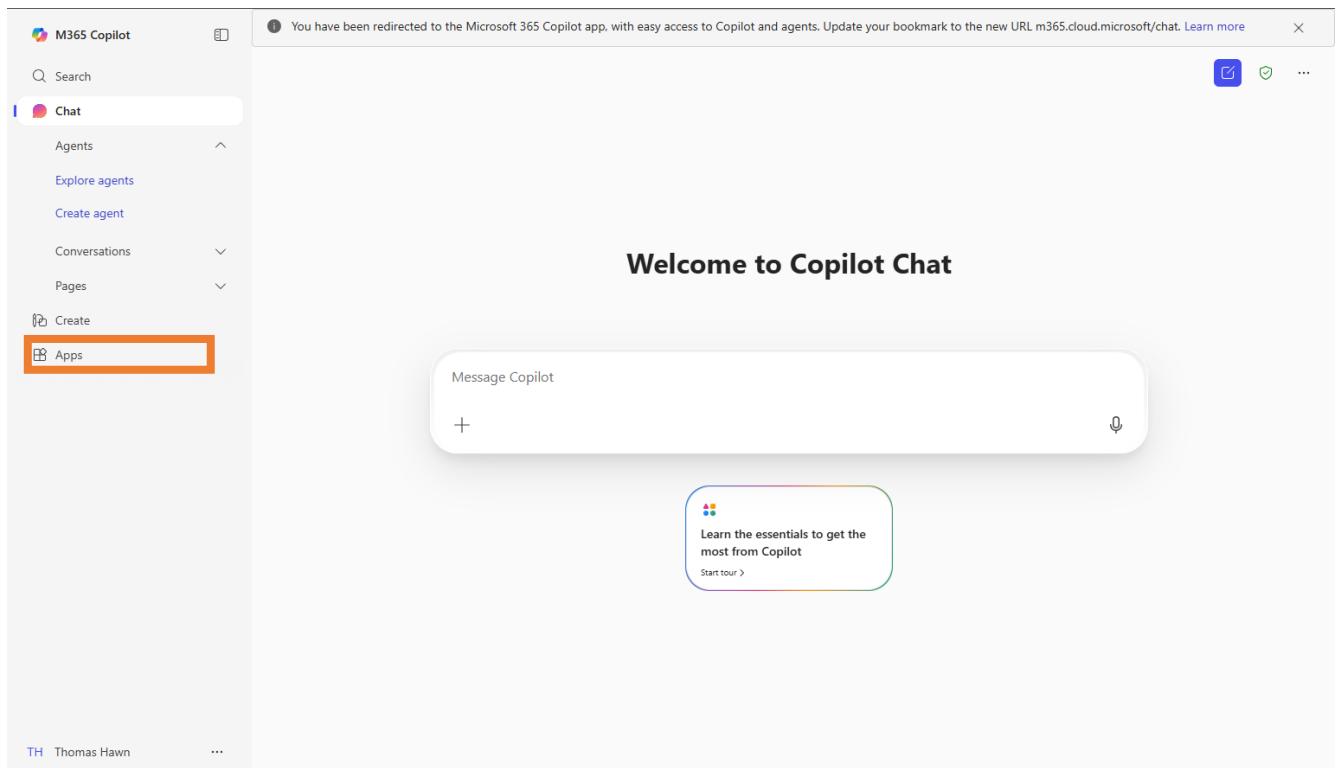
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1. Go to Office.com and sign in with your @fingerlakes.edu email address and password.



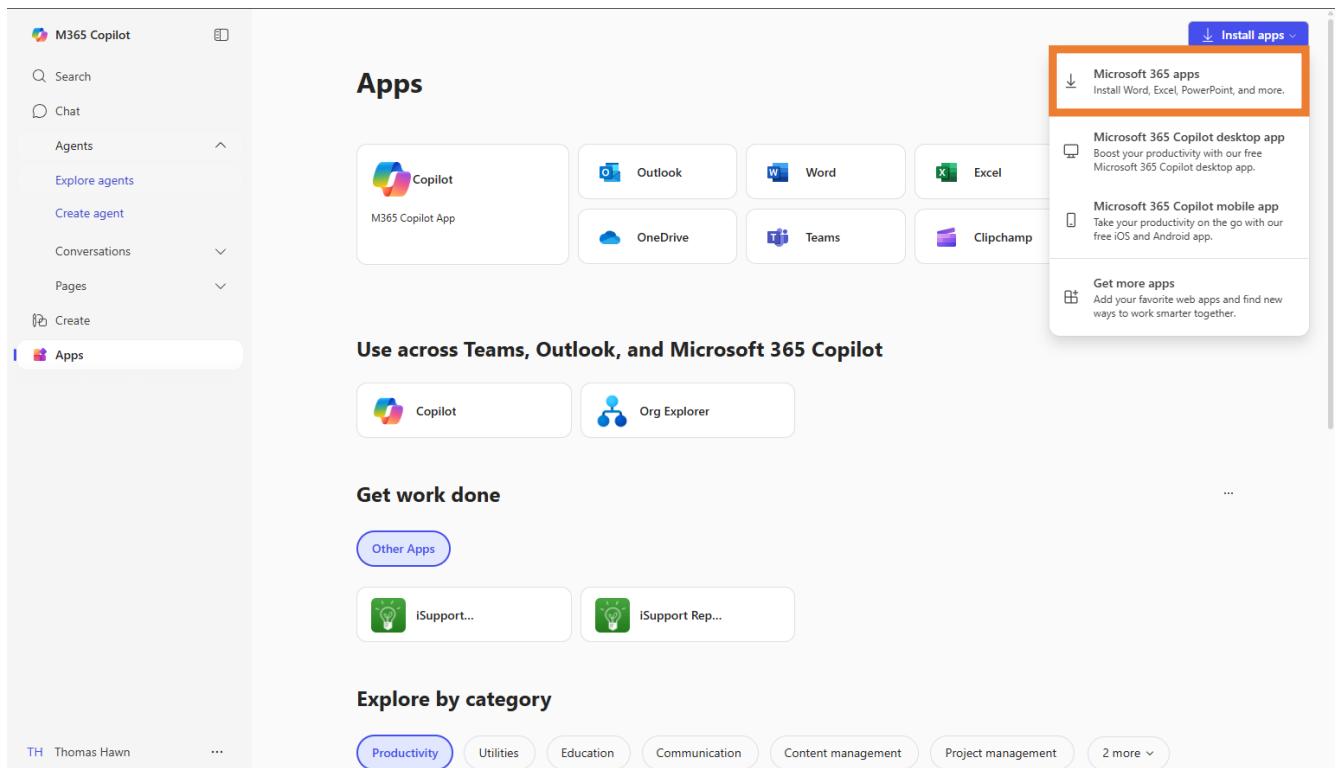
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2. Click on “Apps” in the left-hand menu.



The screenshot shows the Microsoft 365 Copilot Chat interface. On the left, a sidebar menu includes 'M365 Copilot', 'Search', 'Chat' (which is the active tab, indicated by a pink background), 'Agents', 'Explore agents', 'Create agent', 'Conversations', 'Pages', 'Create', and 'Apps'. The 'Apps' item is highlighted with an orange box. The main area is titled 'Welcome to Copilot Chat' and features a message input field 'Message Copilot' with a plus sign and a microphone icon. A callout box with a green border and a blue icon says 'Learn the essentials to get the most from Copilot' with a 'Start tour >' link. At the bottom left, it shows 'TH Thomas Hawn' and three dots. At the top right, there are icons for a browser tab, a shield, and three dots.

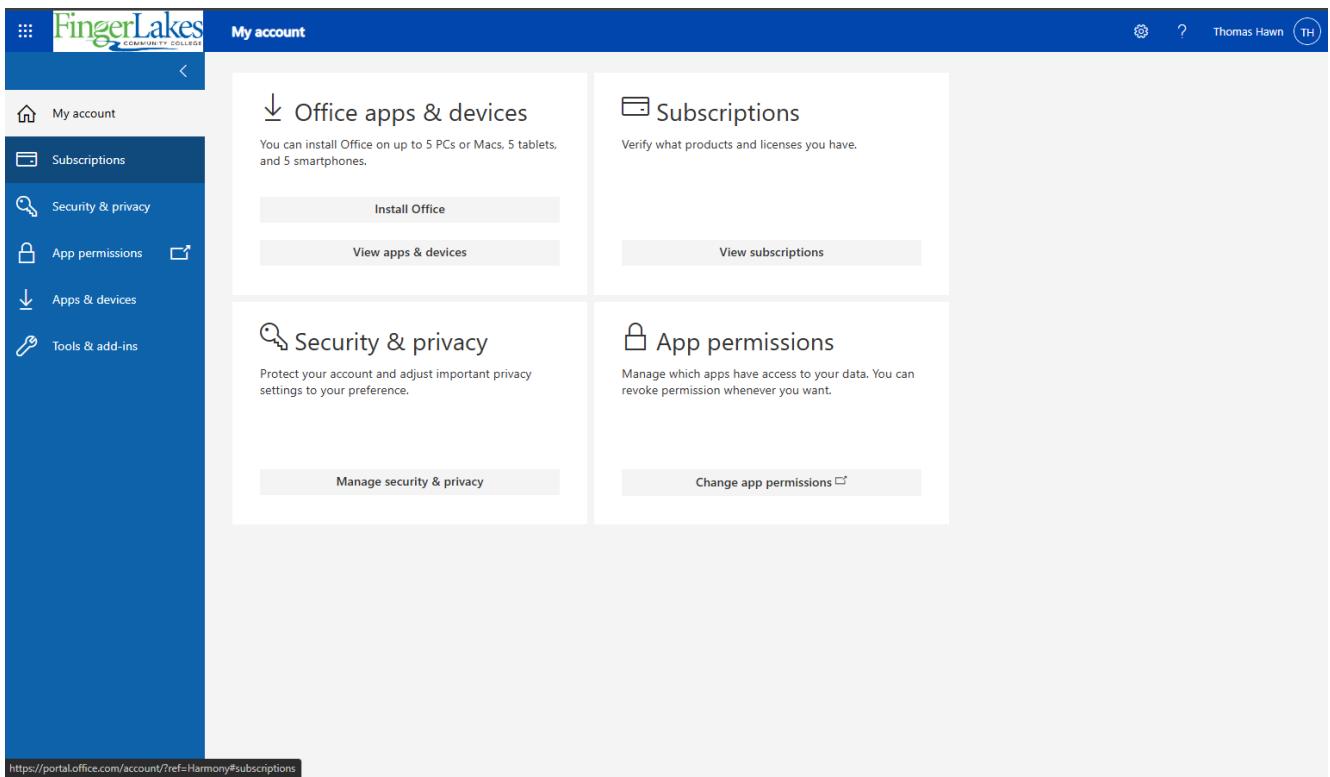
3. Click on “Install Apps” in the top left-hand corner then select “Microsoft 365 apps” from the dropdown.



The screenshot shows the Microsoft 365 Copilot Apps interface. The left sidebar is identical to the previous screenshot. The main area is titled 'Apps' and features a grid of icons for 'Copilot' (M365 Copilot App), 'Outlook', 'Word', 'Excel', 'OneDrive', 'Teams', and 'Clipchamp'. Below this is a section titled 'Use across Teams, Outlook, and Microsoft 365 Copilot' with icons for 'Copilot' and 'Org Explorer'. A callout box on the right is highlighted with an orange box and says 'Microsoft 365 apps' with a 'Install Word, Excel, PowerPoint, and more.' link. The right side also lists 'Microsoft 365 Copilot desktop app', 'Microsoft 365 Copilot mobile app', and 'Get more apps'. At the bottom, there are buttons for 'Productivity', 'Utilities', 'Education', 'Communication', 'Content management', 'Project management', and '2 more >'. The bottom left shows 'TH Thomas Hawn' and three dots.

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4. Click "Install Office", this will download a file named OfficeSetup.



My account

Office apps & devices

Subscriptions

Security & privacy

App permissions

Install Office

View apps & devices

View subscriptions

Manage security & privacy

Change app permissions

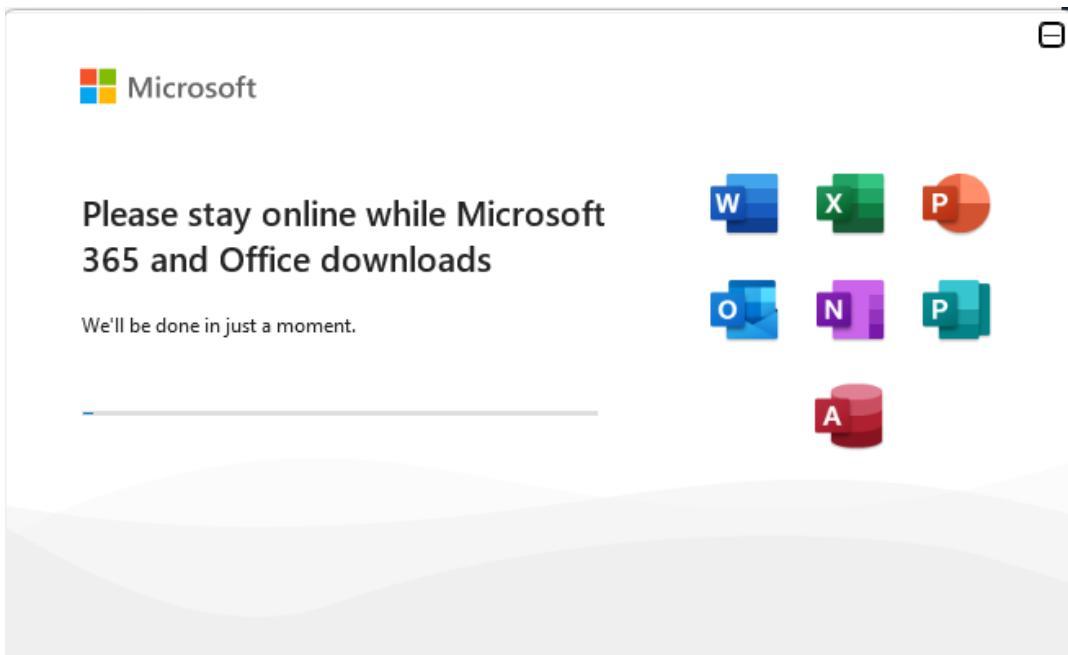
<https://portal.office.com/account/?ref=Harmony#subscriptions>

5. Once OfficeSetup is finished downloading, double click the file to run it.

 OfficeSetup	7/14/2025 9:51 AM	Application	7,180 KB
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6. Microsoft Office will download, make sure to stay connected to the internet while this is happening.



7. Open one of the Microsoft Office apps and sign in with your @fingerlakes.edu email and password.

