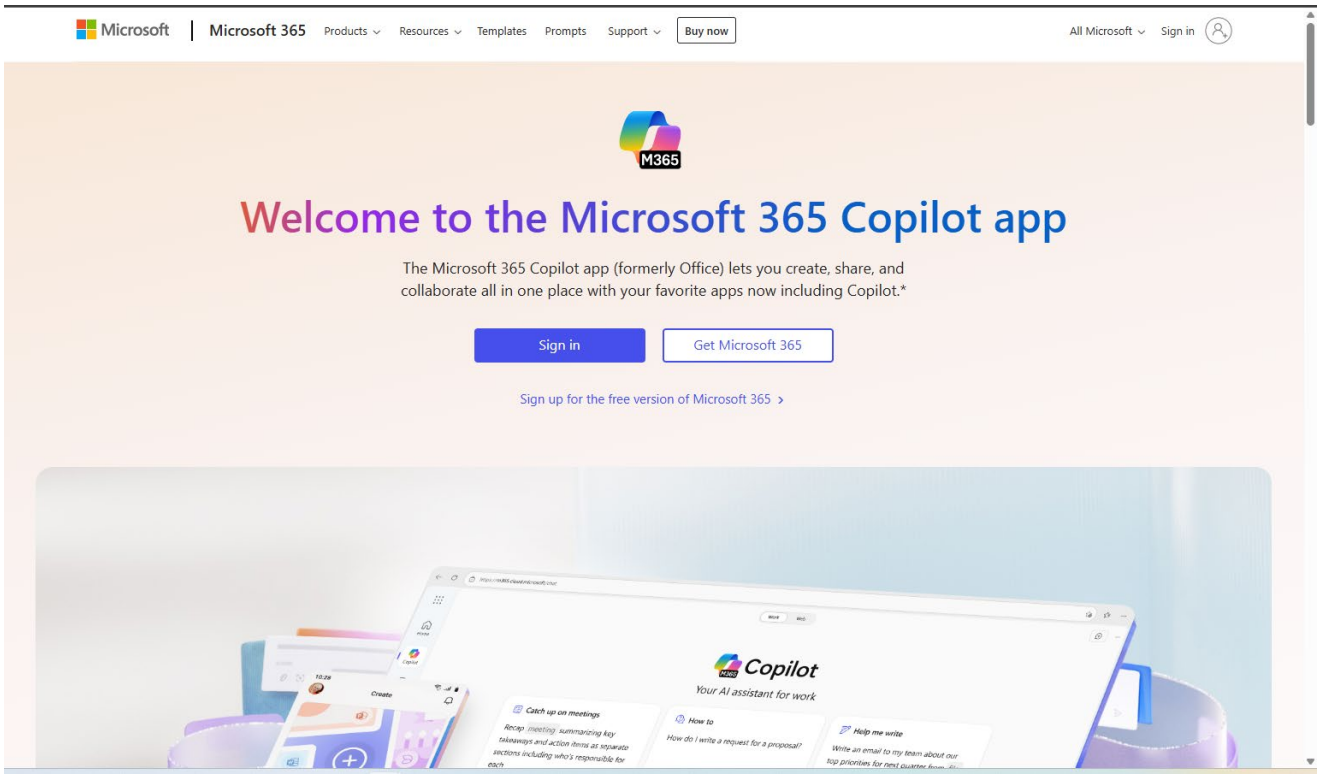
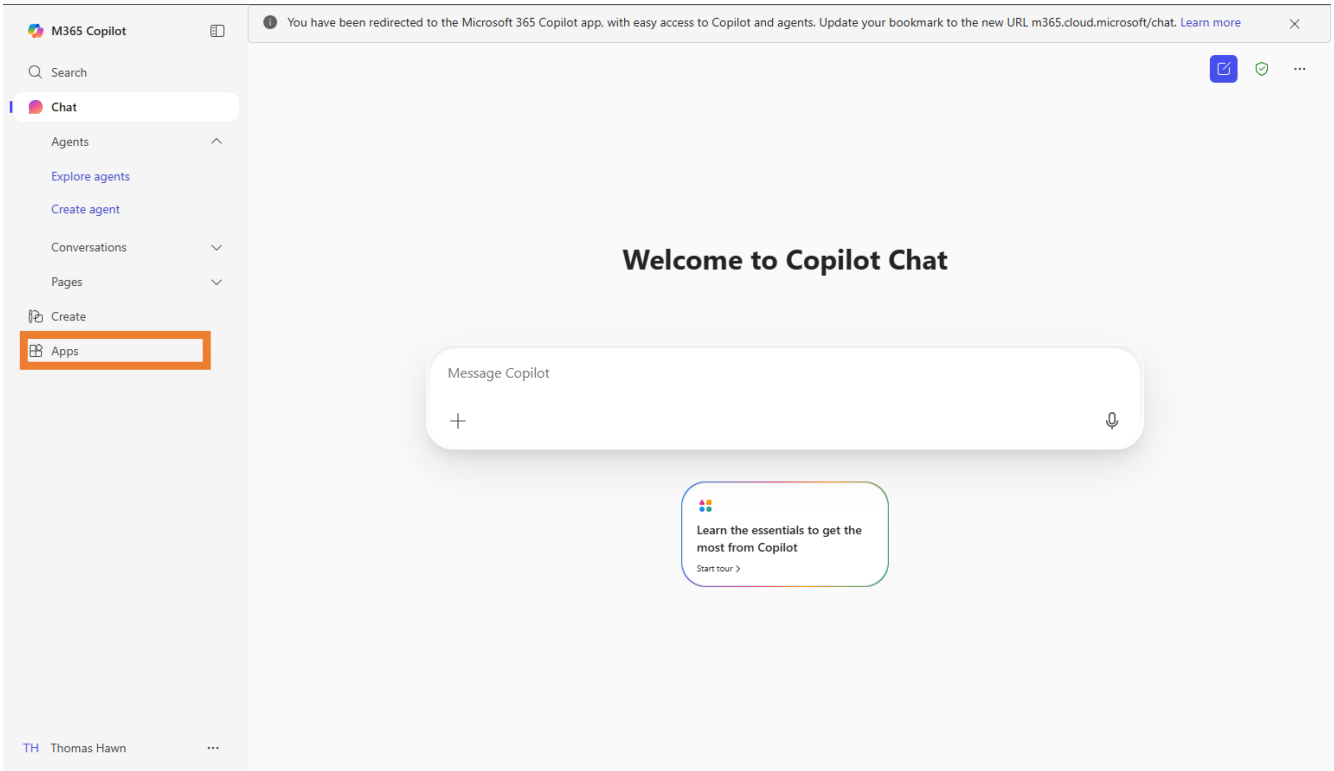
INFORMATION TECHNOLOGY: DOWNLOAD MICROSOFT OFFICE SUITE

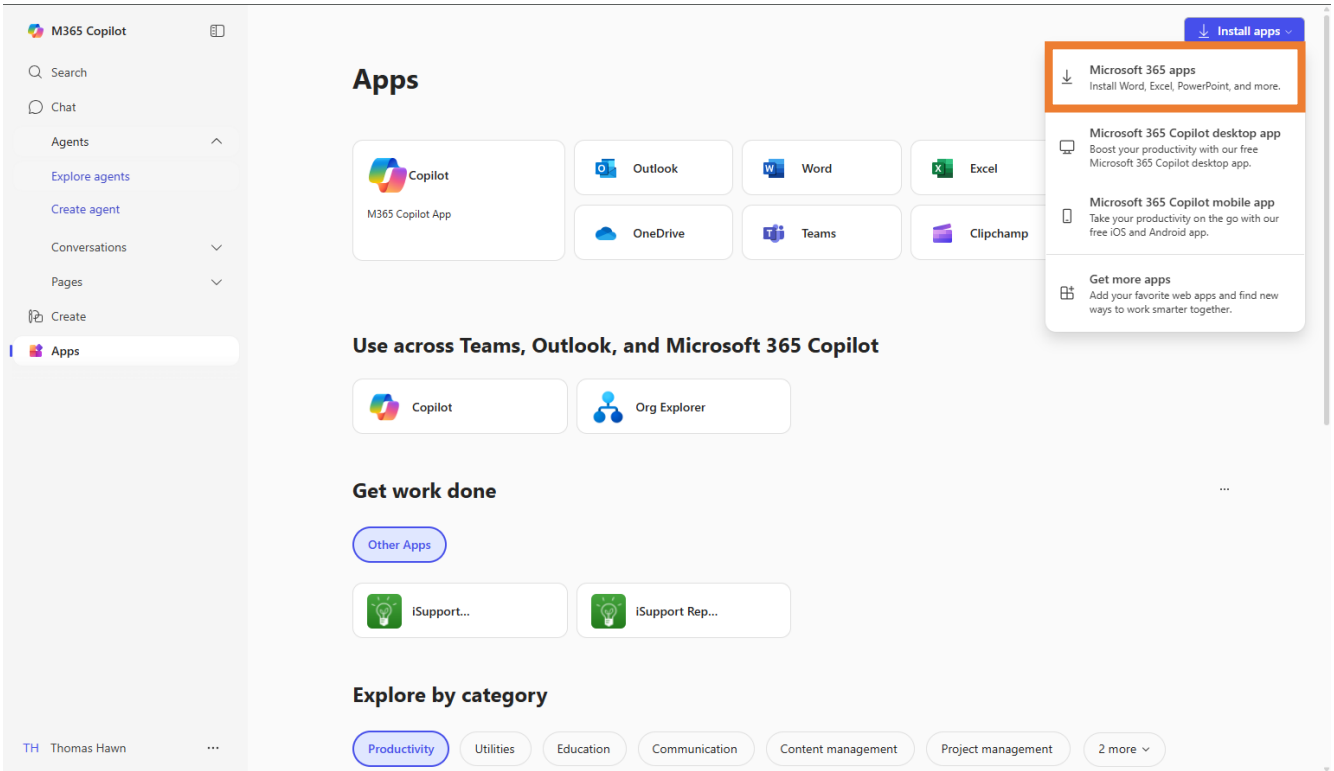
1. Go to Office.com and sign in with your @fingerlakes.edu email address and password.



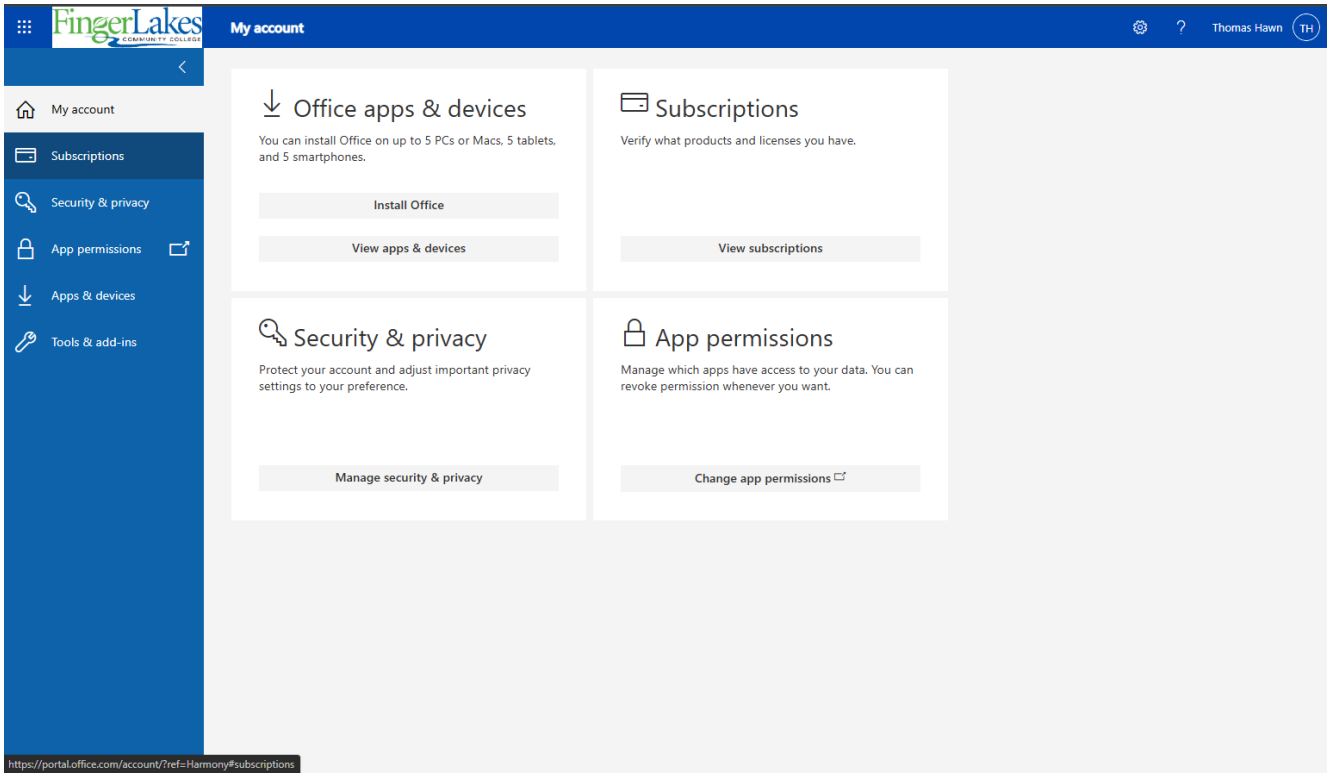
2. Click on “Apps” in the left-hand menu.



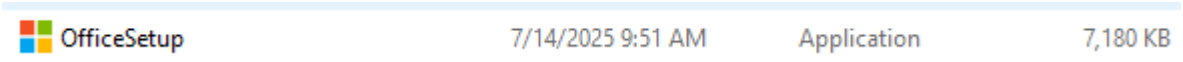
3. Click on “Install Apps” in the top left-hand corner then select “Microsoft 365 apps” from the dropdown.



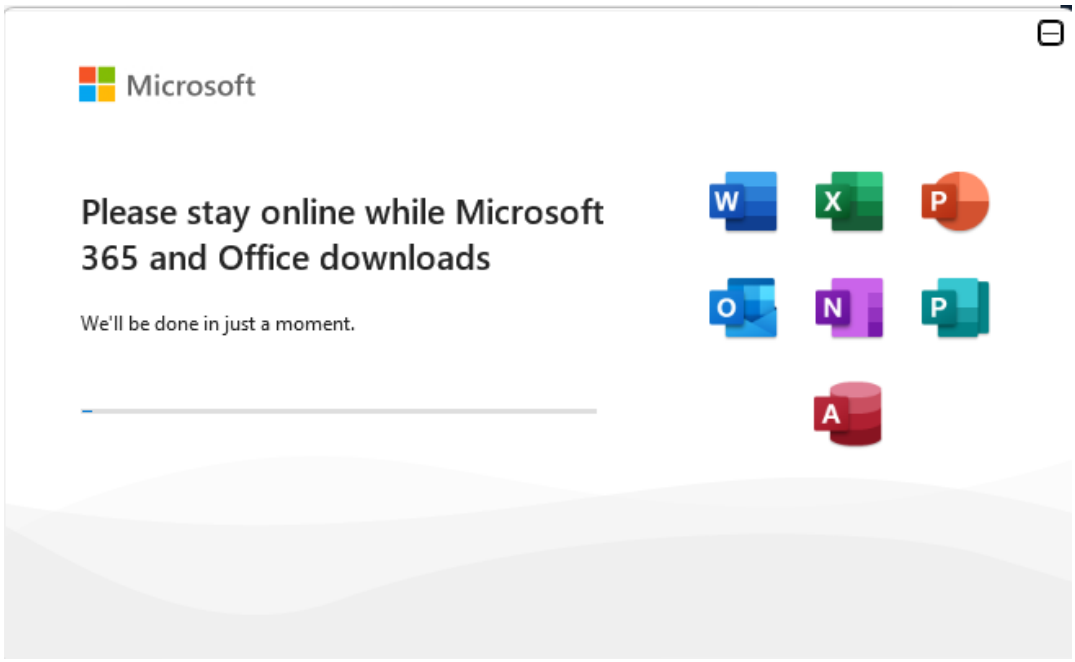
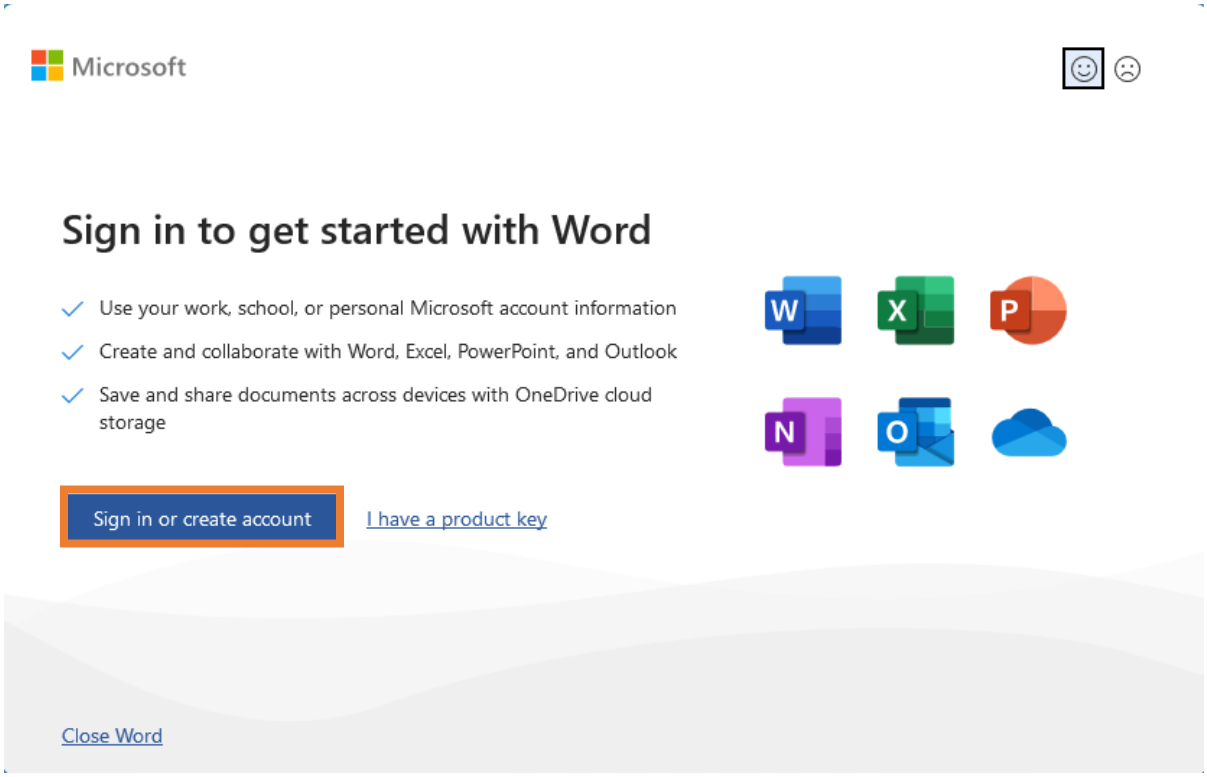
4. Click “Install Office”, this will download a file named OfficeSetup.



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



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.