HOW TO DOWNLOAD MICROSOFT OFFICE

All currently enrolled Columbia College students are strongly recommended to download Microsoft Office Suite

STEP 1: Go to http://portal.office.com



STEP 2: Sign in with your college email and password (StudentNumber@columbiacollege.ca)



STEP 3: Select "Install Office"

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STEP 4: Select "Office 365 apps" to download Microsoft applications onto your computer

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+	4	4	di	\rightarrow	-	Office 365 apps Includes Outlook, OreDrive for Business Word, Excel, PowerPoint, and more.				
Start new	Outlook	Teans	Forms	All apps	÷	Other install options Select a different language or install other ages available with your subscription.				

STEP 5: Wait for the software to complete the download and installation process

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Click Run Click the Setup file at the bottom of the screen.	Say "yes" Click Yes to start installing.	Stay online After installation, start Office and sign in with the account you use for Office 365 pforessantiago@columbiacoflege.ca.
Olara Muddub Salisa		



STEP 6: You can now use Microsoft applications on your personal device



Need Additional Support?

Contact the IT Department (<u>helpdesk@columbiacollege.ca</u>)

or

Gabrielle (gfloressantiago@columbiacollege.ca)