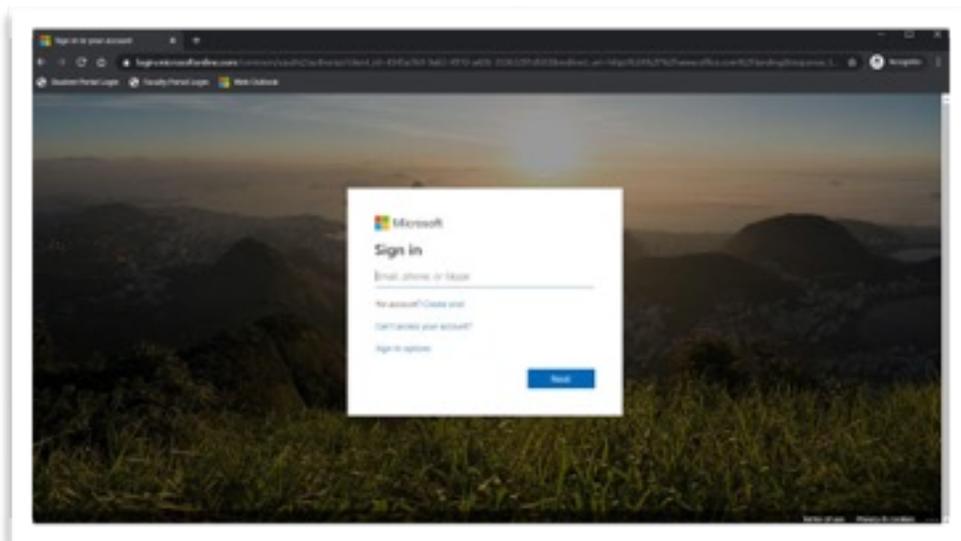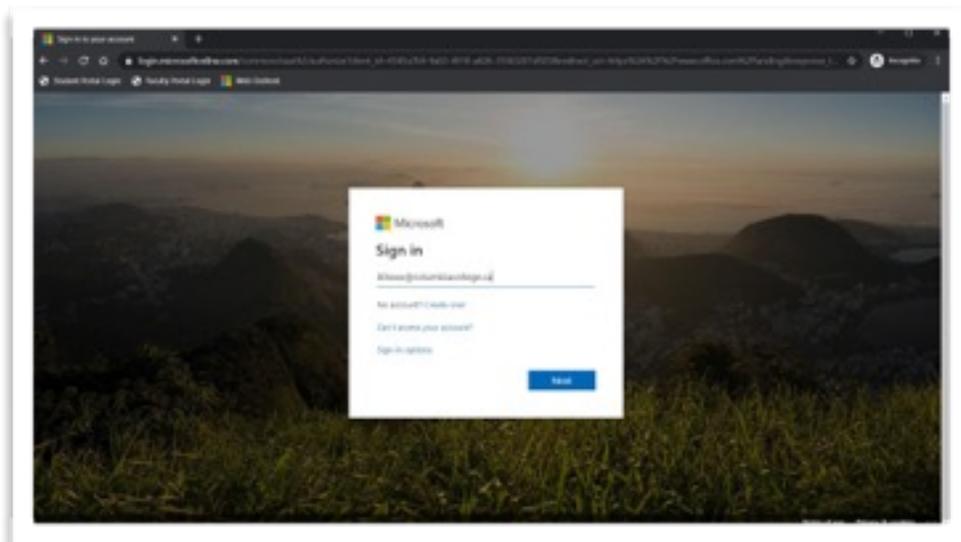# HOW TO DOWNLOAD MICROSOFT OFFICE

All currently enrolled Columbia College students are strongly recommended to download Microsoft Office Suite
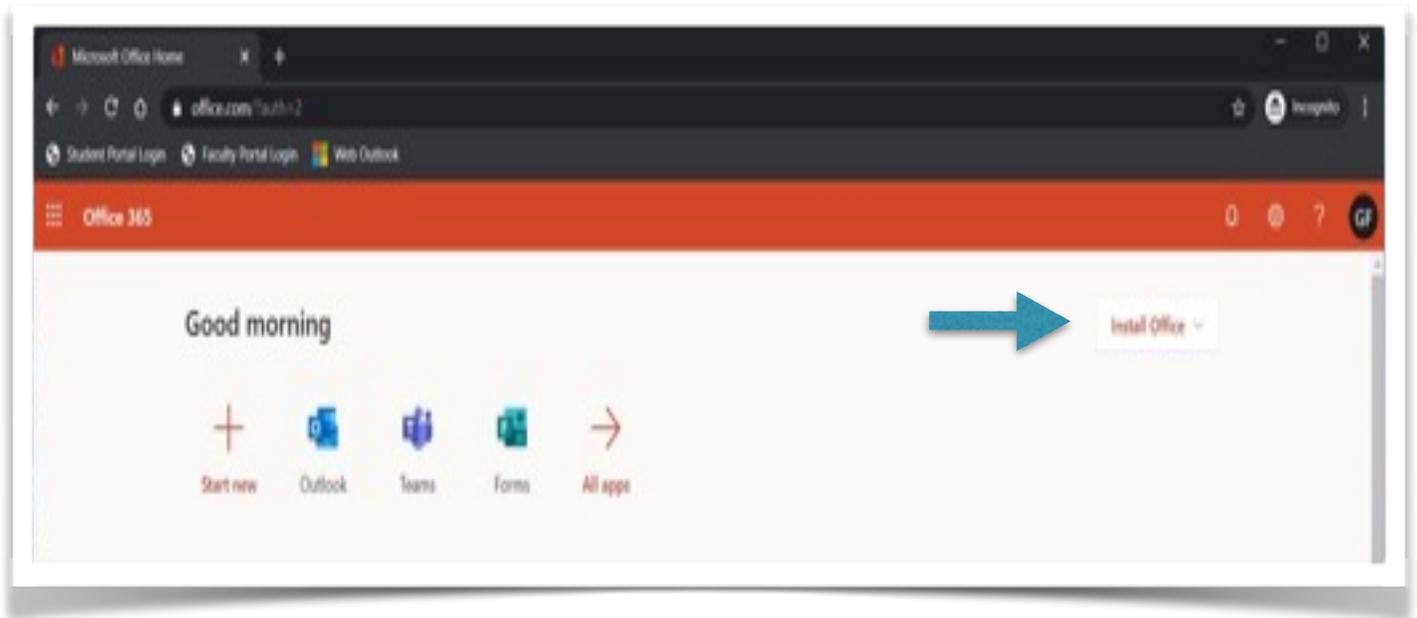
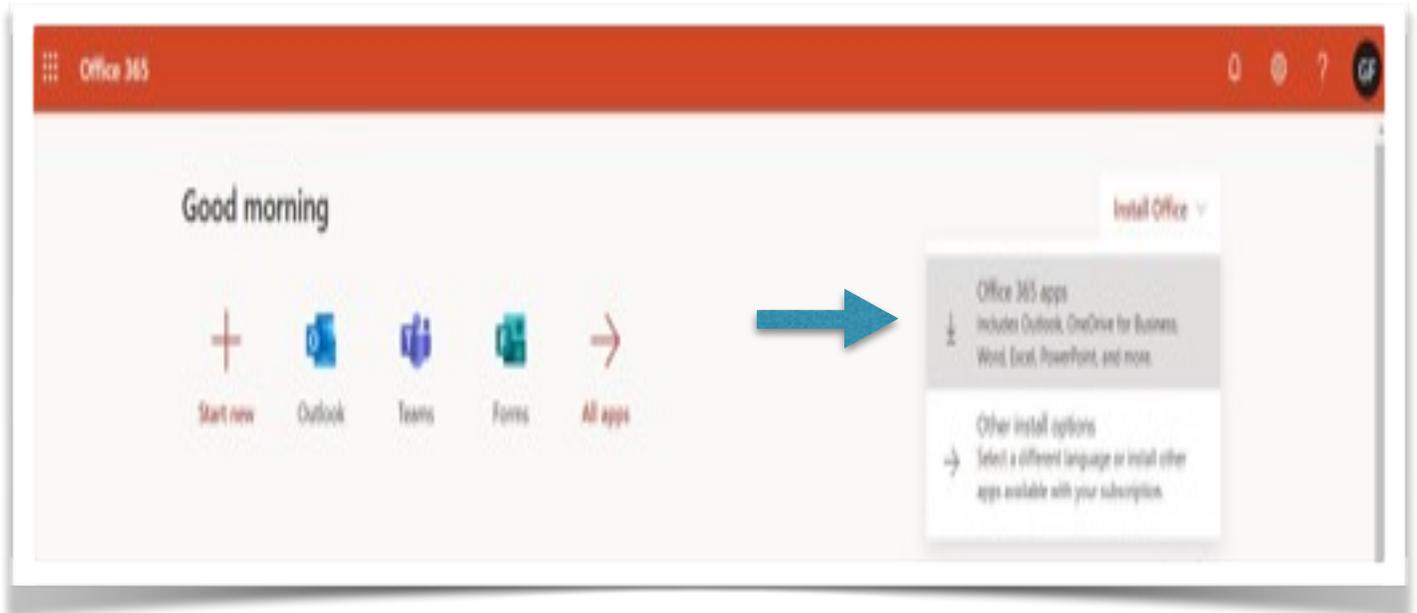STEP 1: Go to http://portal.office.com

STEP 2: Sign in with your college email and password
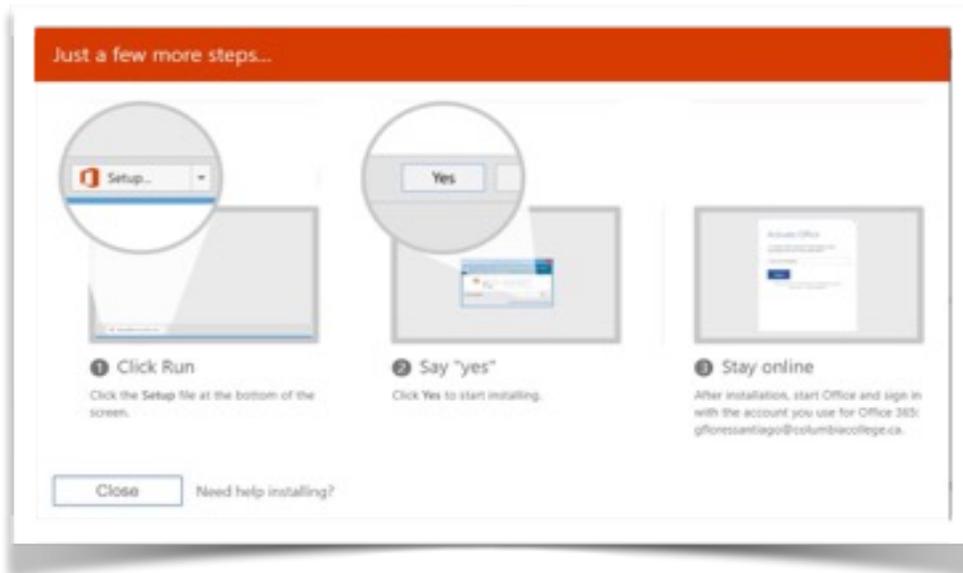(**StudentNumber@columbiacollege.ca**)
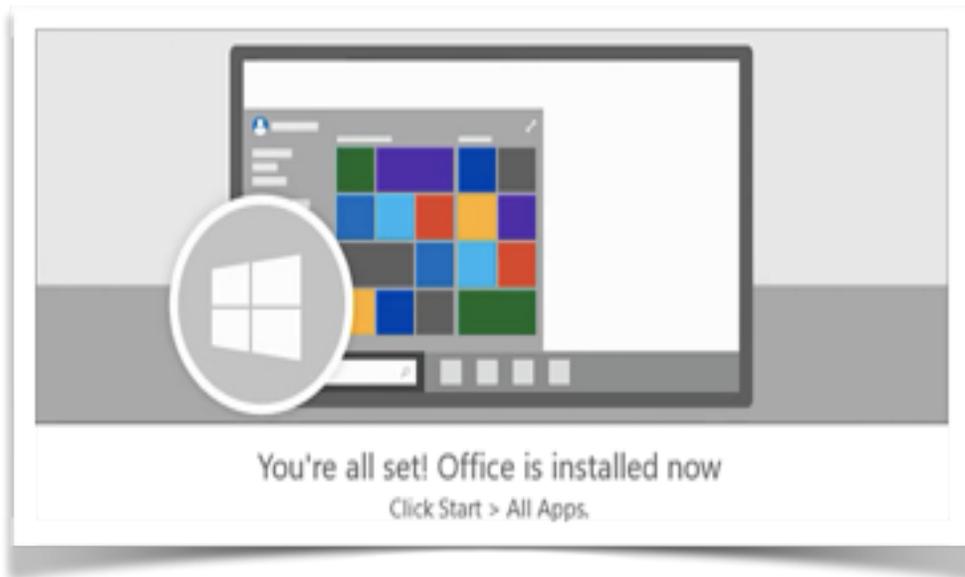
STEP 3: Select "Install Office"

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

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

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

You're all set! Office is installed now
Click Start > All Apps.

Need Additional Support?
Contact the IT Department (helpdesk@columbiacollege.ca)
or
Gabrielle (gfloressantiago@columbiacollege.ca)