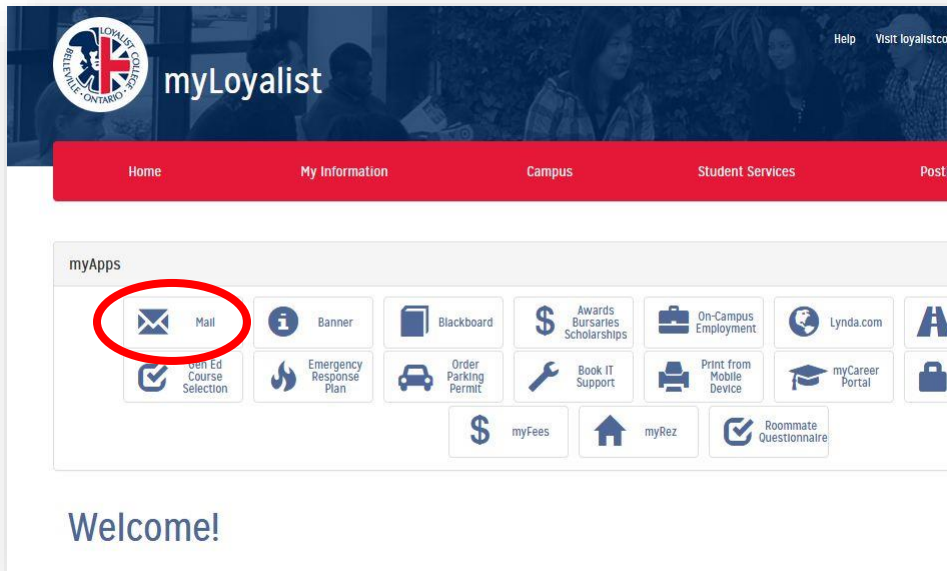


Office 365 – Personal/Home Use

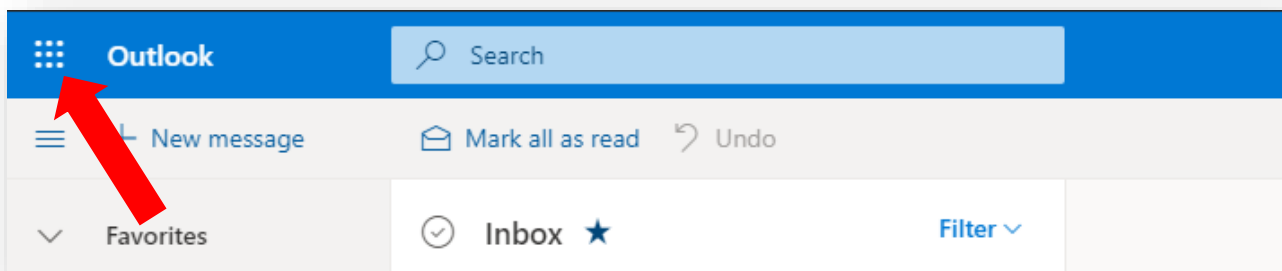


The following instructions outline the steps to install Office products for personal/home use. This is a FREE program while you are a current student or staff member at Loyalist College. Applications include Word, Excel, PowerPoint, OneNote and Teams.

1. Log into the myLoyalist portal (myloyalist.com).
2. Choose "Mail" from the myApps section:



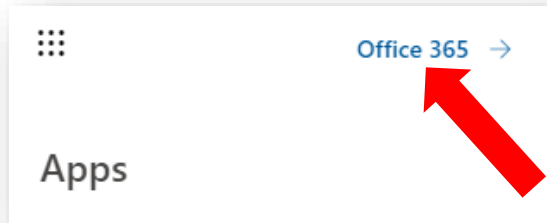
3. Click on the Outlook app launcher icon:



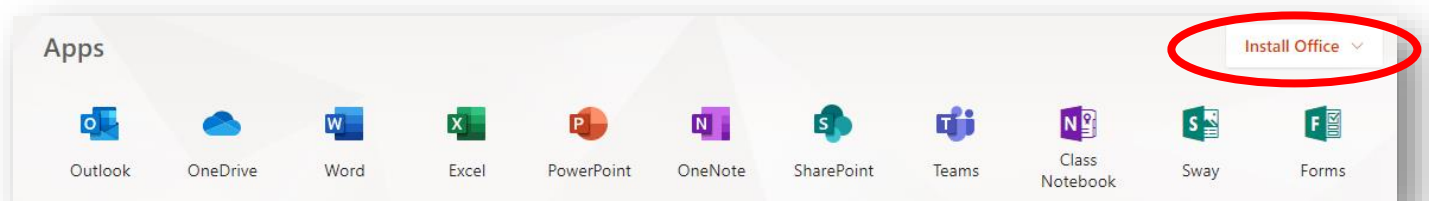
Office 365 – Personal/Home Use



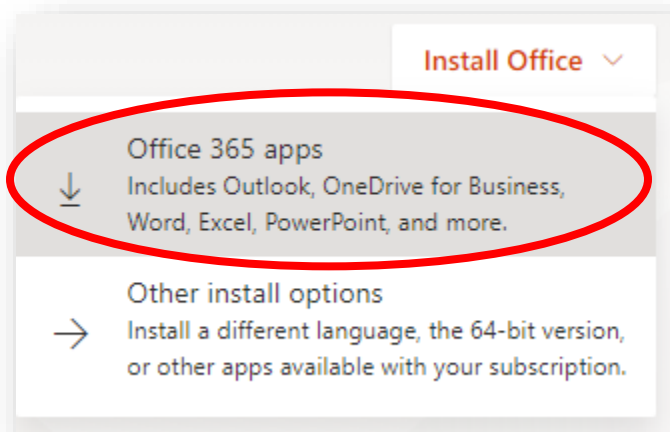
4. Click on “Office 365” to display your Office 365 options:



5. Choose “Install Office Apps”:



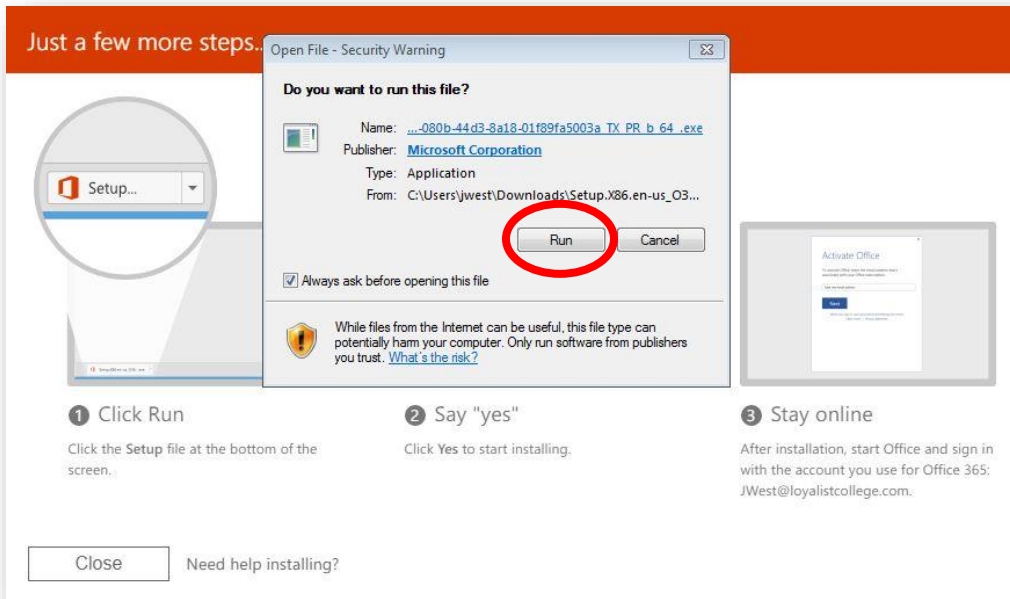
6. Choose “Office 365 apps”:



Office 365 – Personal/Home Use

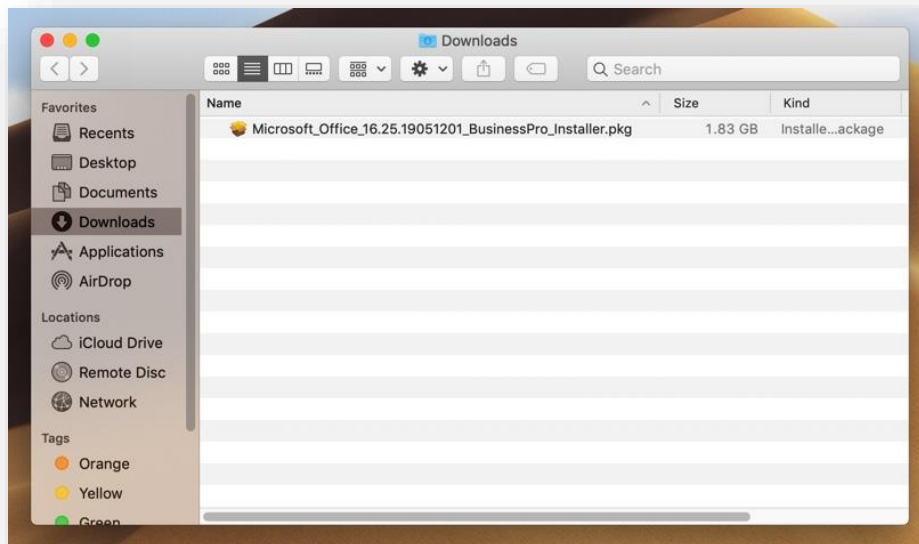


7. Select “Run” and follow the instructions to complete the installation:



For MAC users:

Once the download is complete, open the Finder, go to Downloads, and double-click **Microsoft_Office_BusinessPro_installer.pkg** (name may vary slightly).



Continue through the installation instructions.

NOTE: if prompted for Username and Password, this is your MAC login password, not your Loyalist credentials.