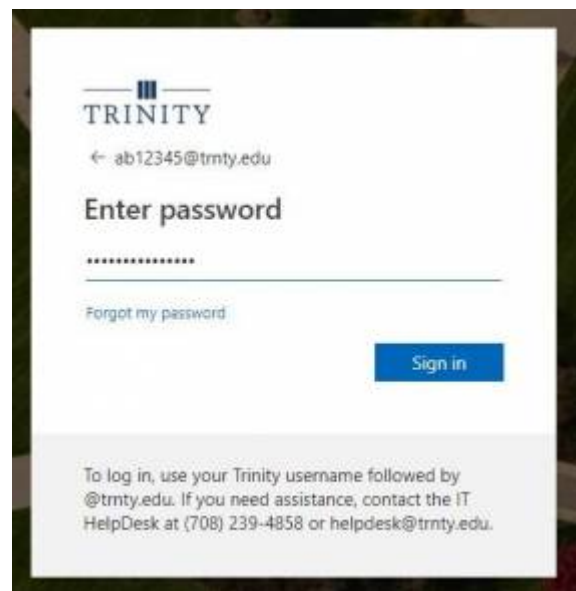


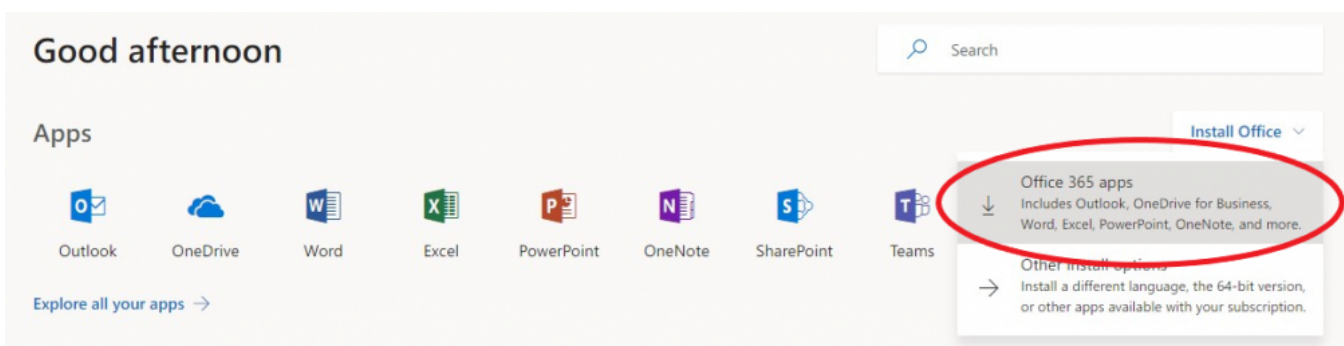
Install Office 365 on Windows

In order to install Office 365 on your **Windows** computer, you may follow these instructions. All active Trinity staff, faculty, and students may have Microsoft Office licensed on 5 devices at once for free. (After users leave Trinity, Office 365 will no longer be available with their Trinity accounts.)

1. Sign in at www.office.com with your username in the format of **ab12345@trnty.edu** (for students) or **jdjoe@trnty.edu** (for faculty/staff).



2. Click **Install Office**, then **Office 365 apps**. This will download the installer file.



3. Open the downloaded file to run the installation of Office 365.

4. The installation will complete on its own. When finished, it will display a message indicating that Office is installed. Click **Close**.

