## Installing Microsoft Office to Your Computer

All members of the GCU community have FREE access to Office. The programs can be accessed via a web browser but also downloaded and installed to your computer.

- 1. Using a web browser, visit <u>www.office.com</u>.
- 2. Click "Sign in":



3. On the following pages, enter your GCU email address, and, when prompted, your password:

Microsoft	
Sign in	
Email, phone, or Skype	Sign In
No account? Create one!	Username
Can't access your account?	Password
Sign-in options	
Next	Remember me

4. Once you're signed in, click "Install Office" and then "Office 365 apps":

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+	× •	<b>P</b>	<b>1</b>	Office 365 apps Includes Outlook, OneDrive for Business, Word, Excel, PowerPoint, and more.	
Start new Onel	Drive Word Excel	PowerPoint One	Note SharePoint	Other install options Select a different language or install other apps available with your subscription.	
Recent Pinned	Shared with me Discover			→ Upload and open →	

5. The installation file will download to your computer's hard drive, so you can install Office products such as Word, Excel, Outlook, PowerPoint. These programs can be installed on up to five computers.