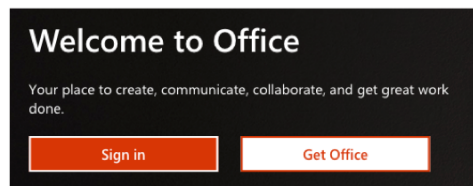


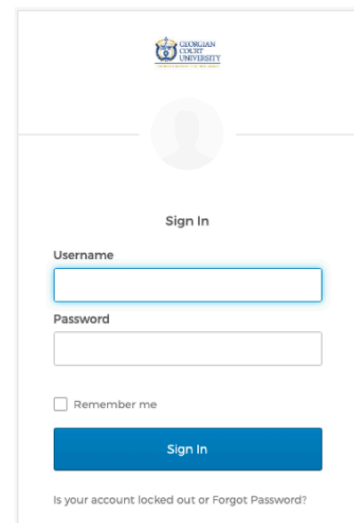
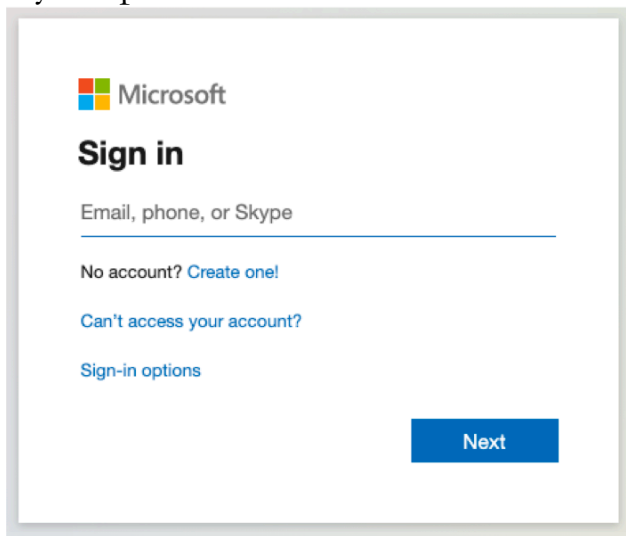
Installing Microsoft Office to Your Computer

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.

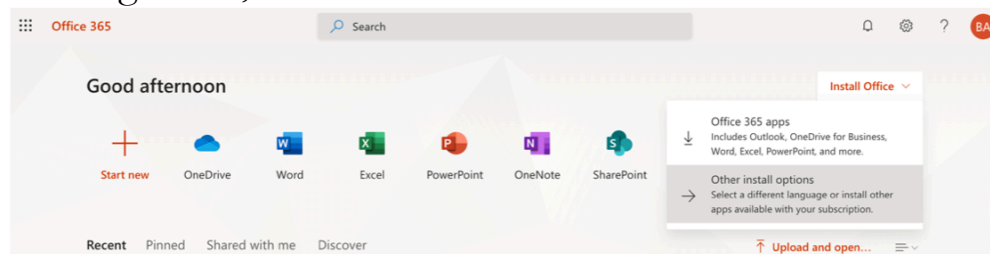
1. Using a web browser, visit www.office.com.
2. Click “Sign in”:



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



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



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.