

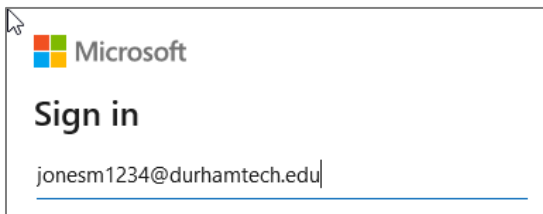
## How to Install Office 365 at Home

Durham Tech provides an Office 365 subscription free-of-charge to all current employees and students. As part of this benefit, you can install the latest version of Microsoft Office on up to 5 devices you own (PCs and/or Macs) and use it as long as you remain employed by Durham Tech.

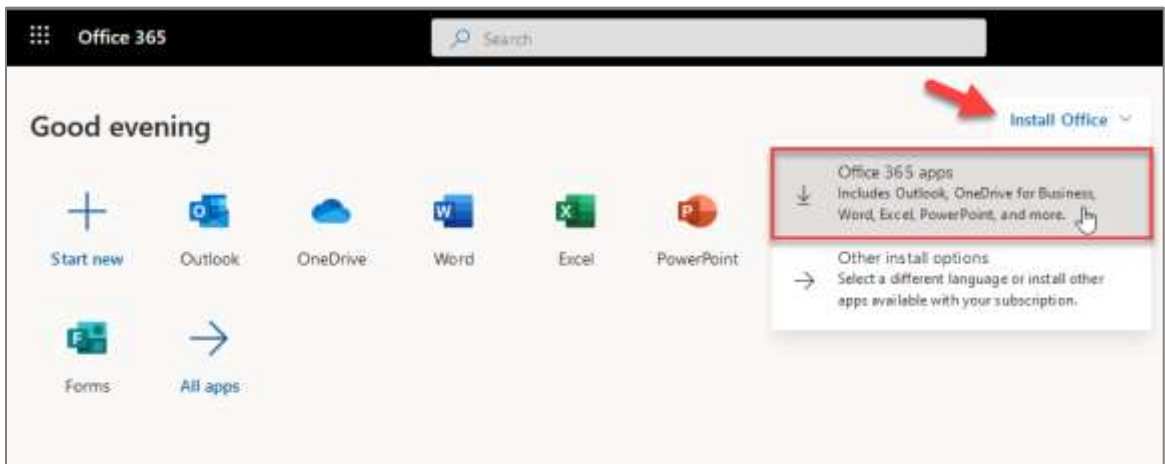
*The instructions below are for personal devices only and not for Durham Tech owned equipment.*

### To access Office 365 online and to download/install free software:

1. Visit the Durham Tech website at <https://www.durhamtech.edu>
2. Click **Employees** along the top, then click on **Office 365** (orange box)
3. Log in using your **Sign-in Name for Email/Office 365** and your password (same way you sign in to access email)



4. In the upper right, click **Install Office**. A small drop-down menu appears. Choose the top option: **Office 365 apps**.



5. A setup file (ending in .exe) should be downloaded. Follow the onscreen instructions to open (run) the setup file and to install Office on your computer. (Or if needed, locate the setup file on your computer in the Downloads folder, and double-click it to run it and install it.)
  - Note: The installation process may take a while. Make sure laptops are plugged in and not using battery.