

**MS Office
Suite Software
Installation
(Computer)**



**St. Lawrence
College**

This manual contains pertinent information about downloading MS Office Suite for free while you're an SLC student

August 2024

MS Office Suite Download

About

Available through your SLC email account, students enrolled in full-time programs are given access to a **FREE Microsoft Office subscription** that will allow you to install and use **Microsoft Office software and apps** for FREE on up to 5 of your personal devices (including mobile devices)! This subscription includes *Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Teams, and Microsoft Outlook*. This subscription is dependent on a valid email address from the college. Typically email addresses will remain active for two years after graduating from the college.



Please be aware that you will have fewer programs available to you for a Mac device.

You should also be sure to remove any **old or trial versions** of these products before you download the free version. You will need to remove these old versions through your 'Add or remove programs' in Settings>Apps & Features.

Downloading and Install MS Office Suite

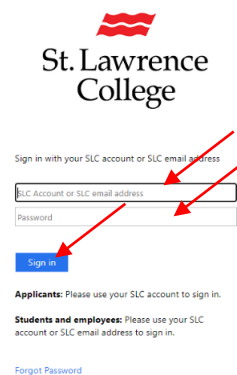
1. From your computer, Go to <http://slc.me>. We suggest you use 'Google Chrome' for the best experience.
2. Enter your SLC Email Address as your username
3. Enter your network password
4. Click on the 'Sign in' button



slc.me

PROUD TO BE
SLC

STLAWRENCECOLLEGE.CA
KINGSTON, BROCKVILLE, CORNWALL



St. Lawrence
College

Sign in with your SLC account or SLC email address

SLC Account or SLC email address

Password

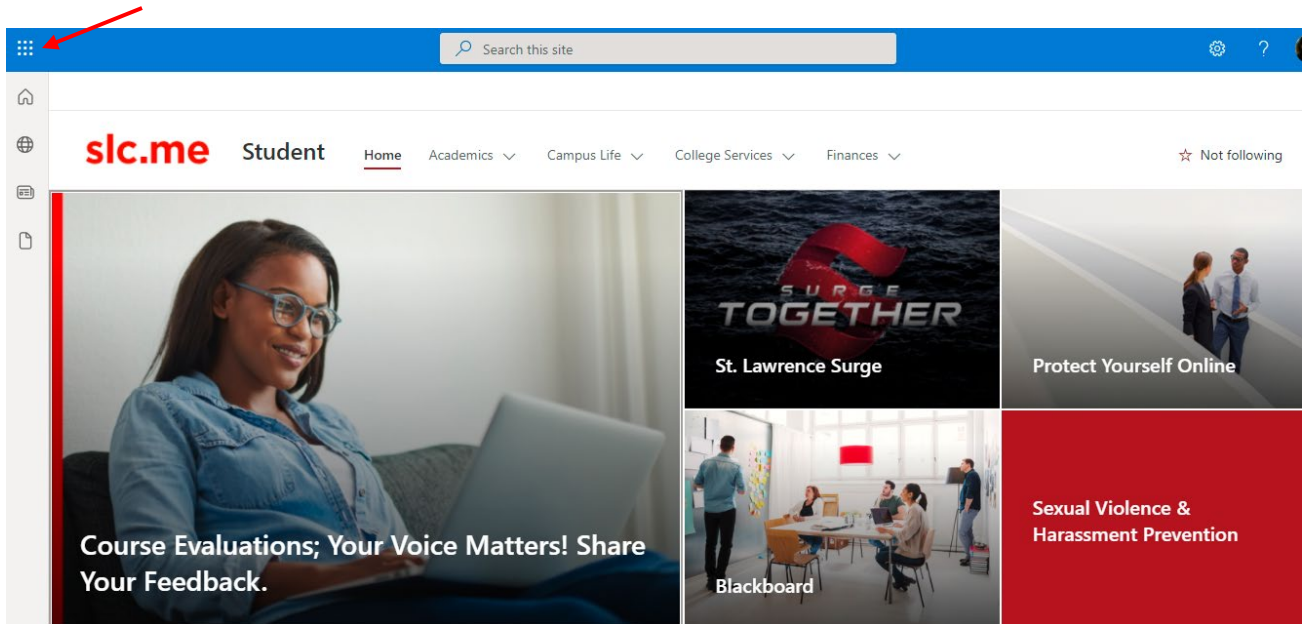
Sign in

Applicants: Please use your SLC account to sign in.
Students and employees: Please use your SLC account or SLC email address to sign in.

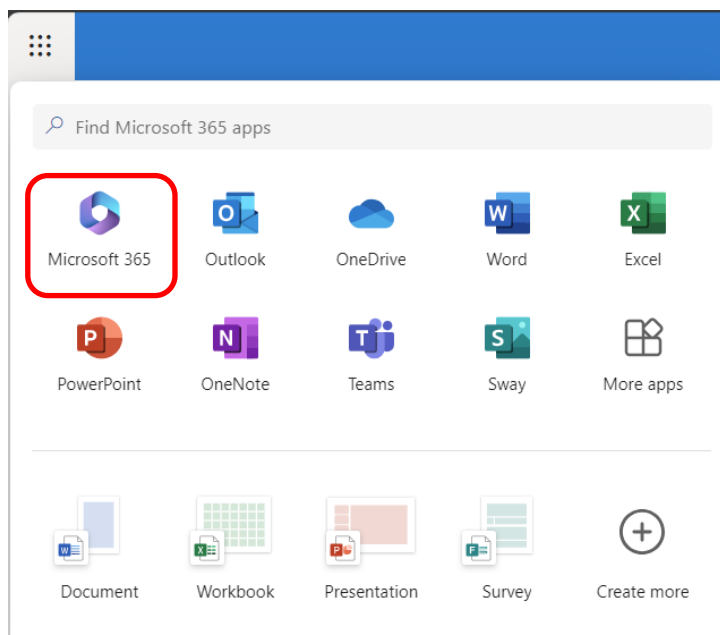
[Forgot Password](#)

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- Once you're on the slc.me portal page, click on the 9 dots (waffle) in the top left-hand corner of the screen.

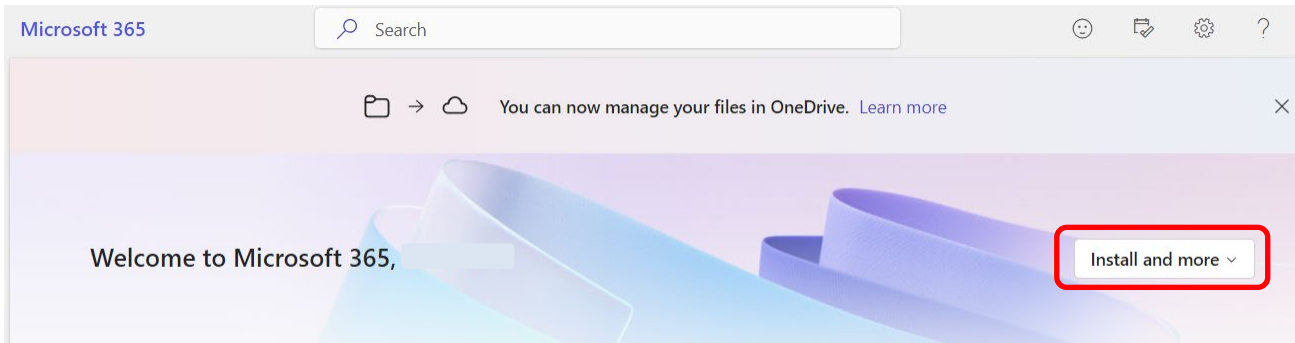


- Click on 'Microsoft 365'

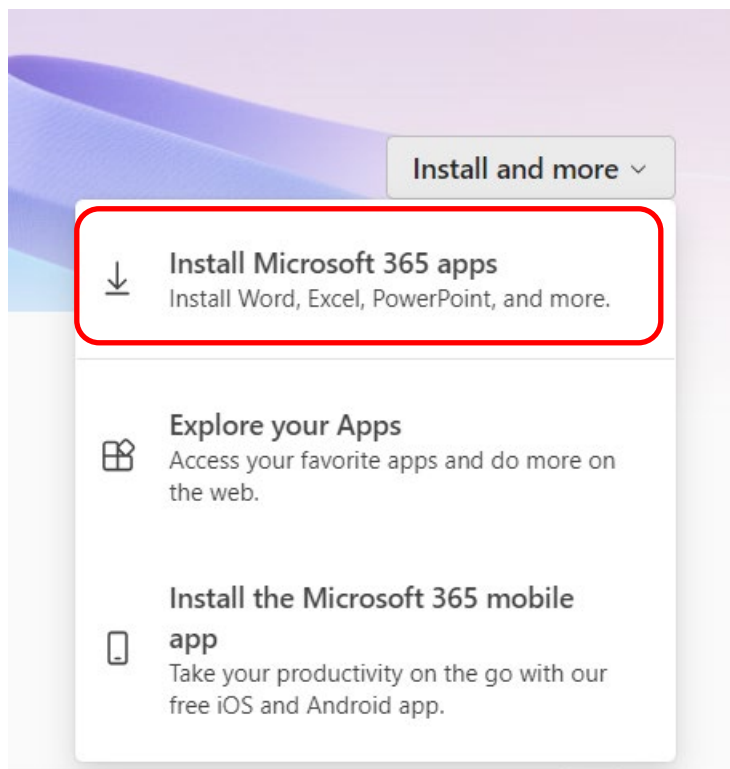


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7. Click on 'Install and more'

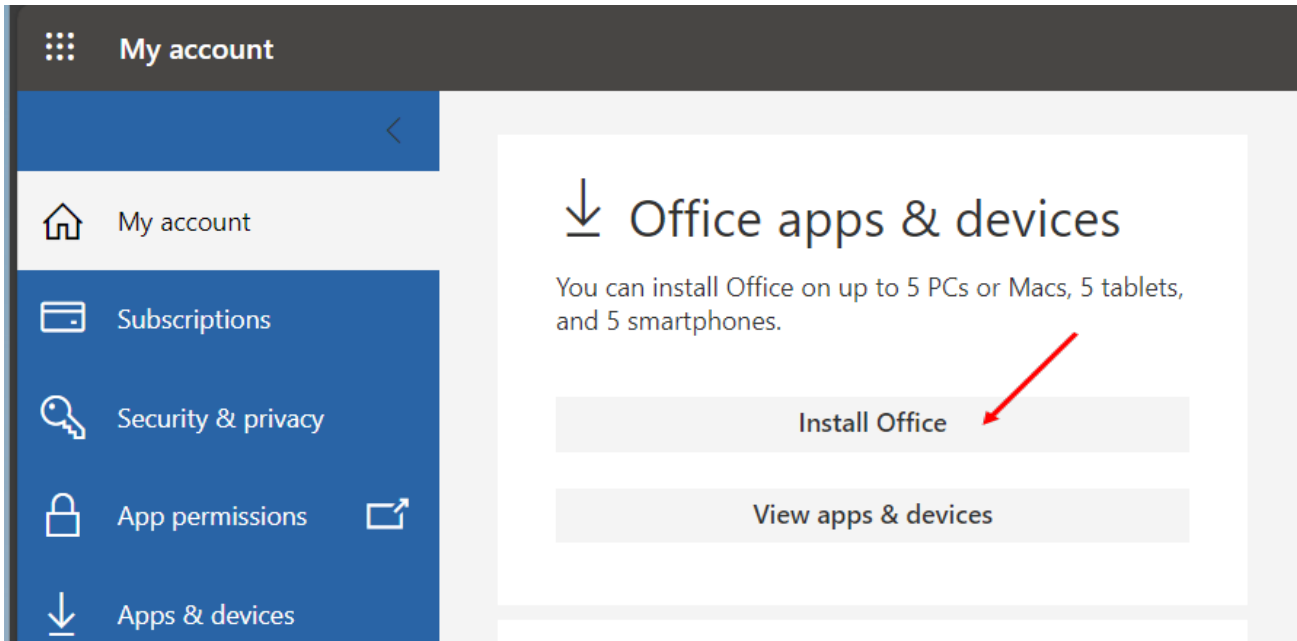


8. Click on 'Install Microsoft 365 apps'

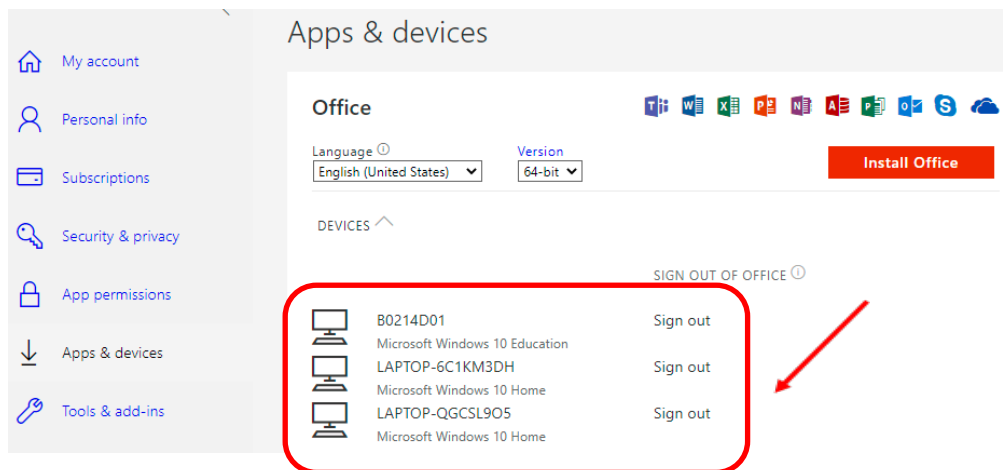


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9. Click on 'Install Office'.

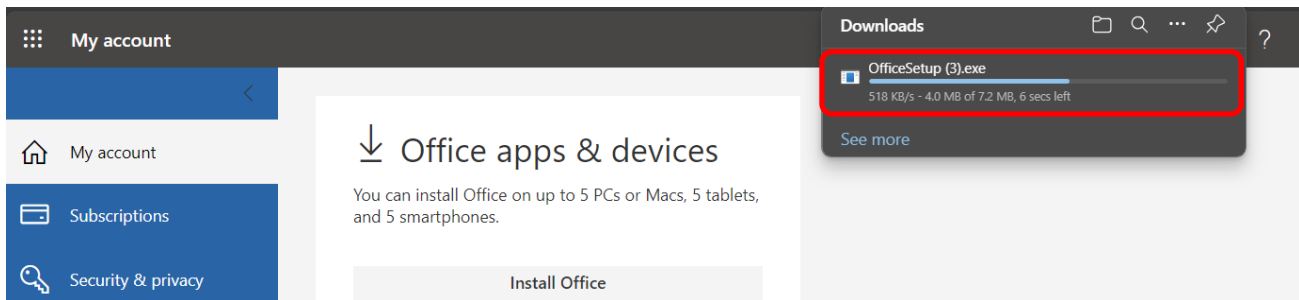


10. Please note this is also the screen that will give you the option to 'View apps & devices', and Sign out of devices that you are not using anymore. This ensures that you always be able to use all 5 of your licenses on your currently working devices.

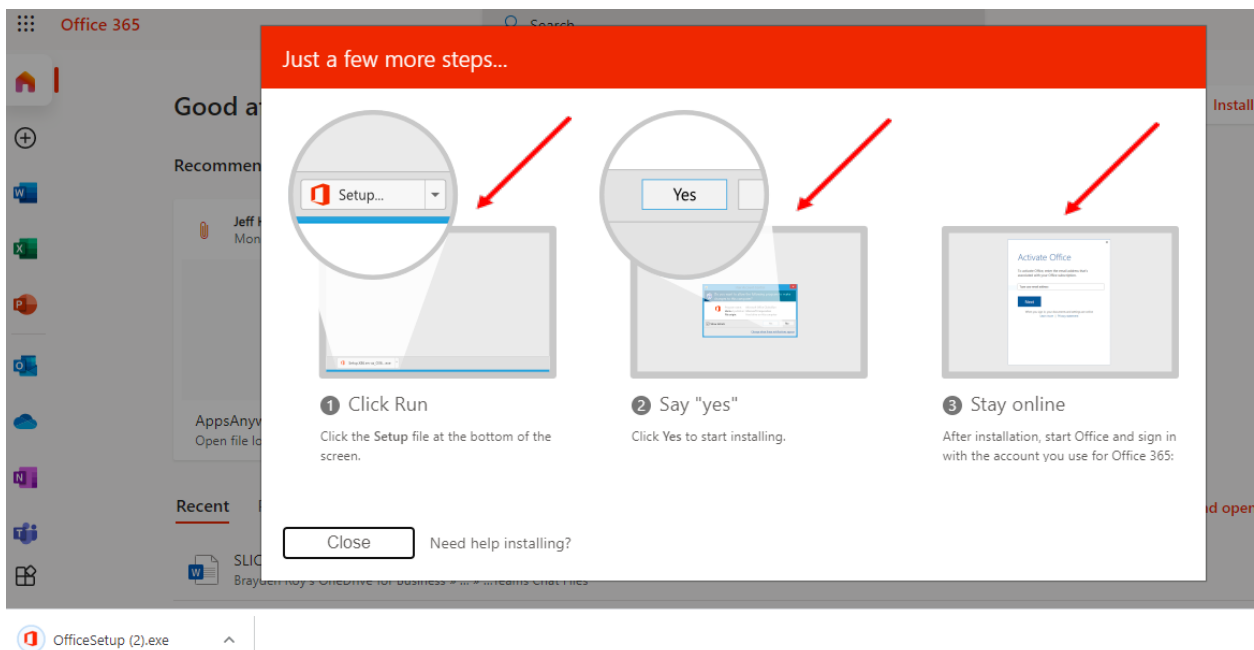


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11. Click on 'OfficeSetup.exe' that loads in the top right-hand corner of the window.



12. Follow the steps outlined to 'Click Run', Say 'yes', and if prompted, log in with your full SLC email address (don't forget to add the word 'student' in your email address).

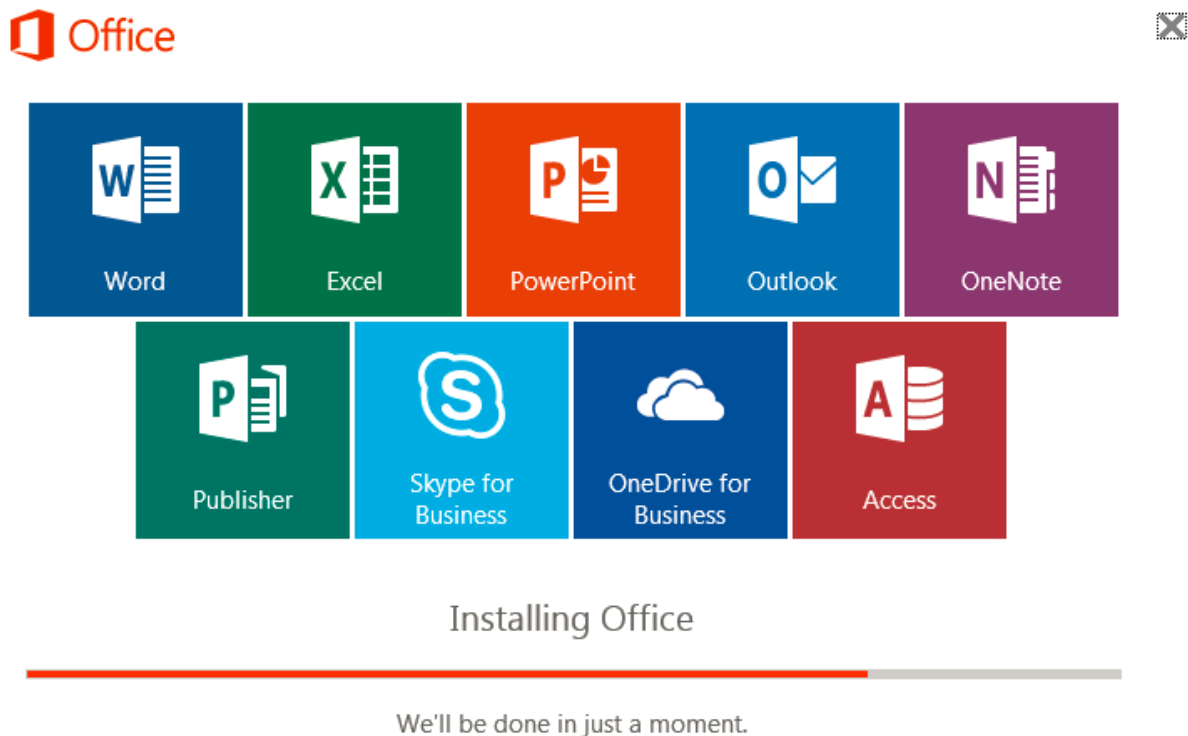


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13. After clicking the Run button, the **Office Getting Things Ready** message will display.

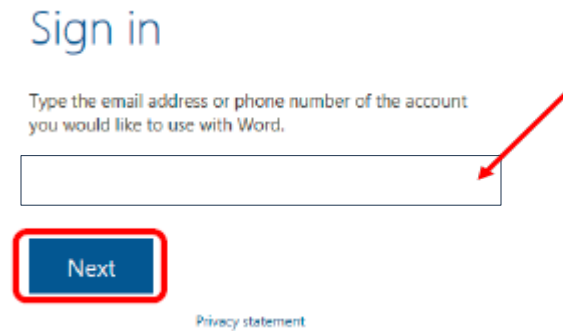


After a few moments, the screen will then change to the **Installing Office** window. This screen will display a progress bar at the bottom, and as the bar progresses the logos for each of the programs included will become coloured.



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14. Now that Microsoft Office 365 Suite is installed, students will need to activate the programs by signing in to **one** of the programs for the first time. When logging in, on the first log in screen, please enter your **full student email address** and select **Next**.



15. This will bring students to another log-in screen. On this **second log in screen**, students will again need to enter their full **student email address and password** and select the **sign in** button. Once signed in the program will open.

Note:

Please remember that this free version of the MS Office Suite is only valid while you are a student at St. Lawrence College. Once you are no longer a student, your Office Suite products could stop working a year after graduation. Please be sure to transition your SLC **Outlook** email and documents from **OneDrive** to your personal accounts during this time.