

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



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

January 2023

MS Office Suite Download

About

Available through your SLC email account, employees 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.

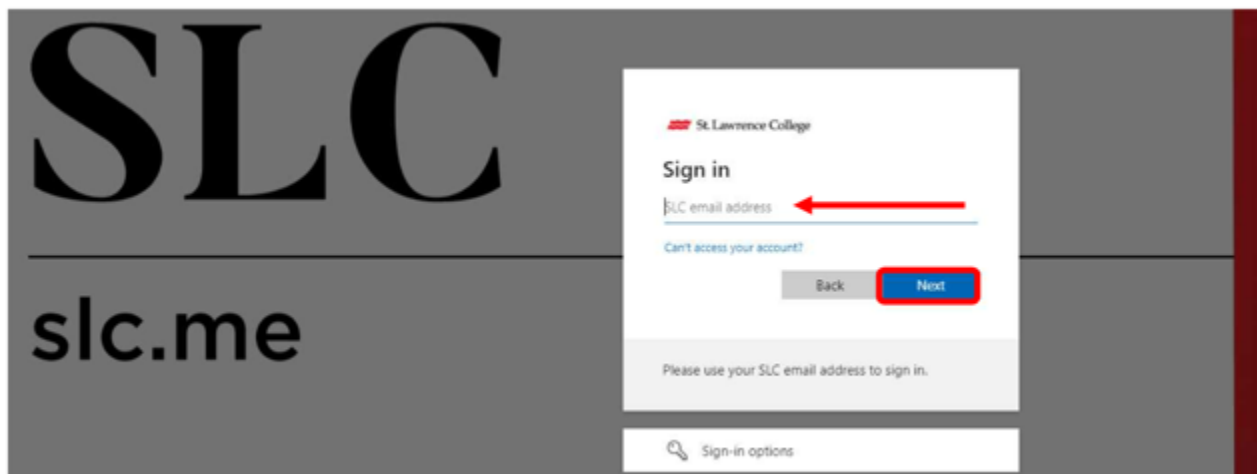


Please be aware that you will have fewer programs available to you for a Mac device.

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.

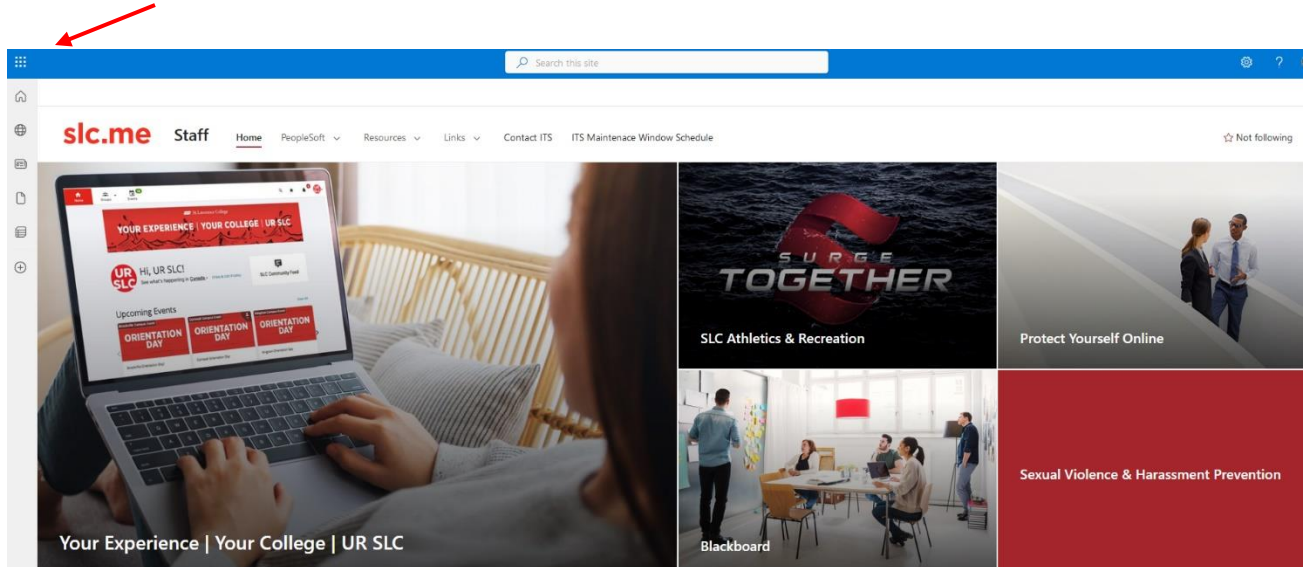
Downloading and Install MS Office Suite

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; Click 'Next'
3. Enter your network password
4. Click on the 'Sign in' button
5. You will be prompted to use DUO Two-Factor Authentication

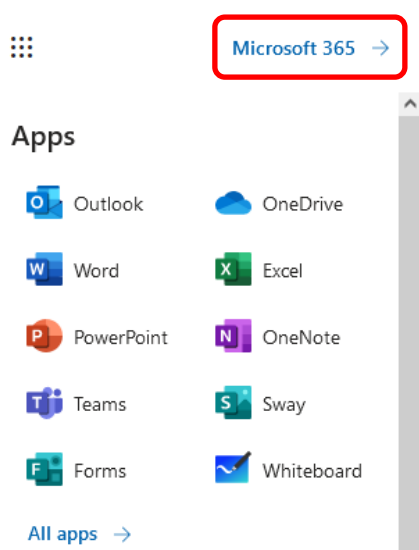


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- Once you're on the slc.me portal page, click on the 9 dots (waffle) in the top left-hand corner of the screen.

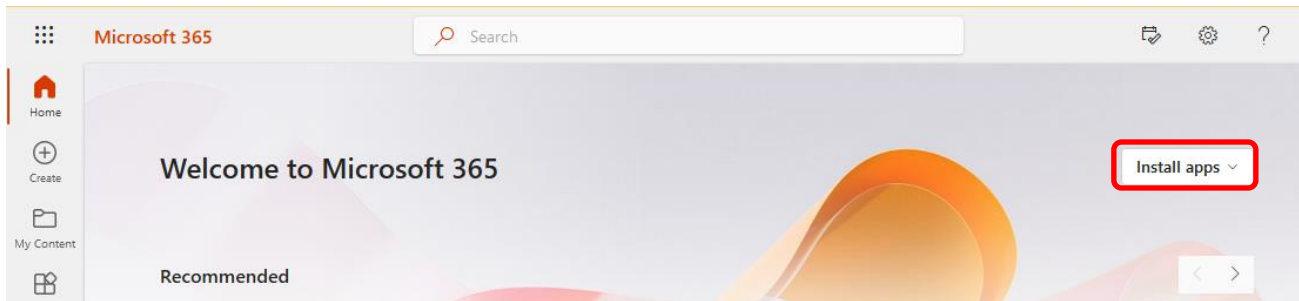


- You will see all your Apps. Click on 'Microsoft 365'

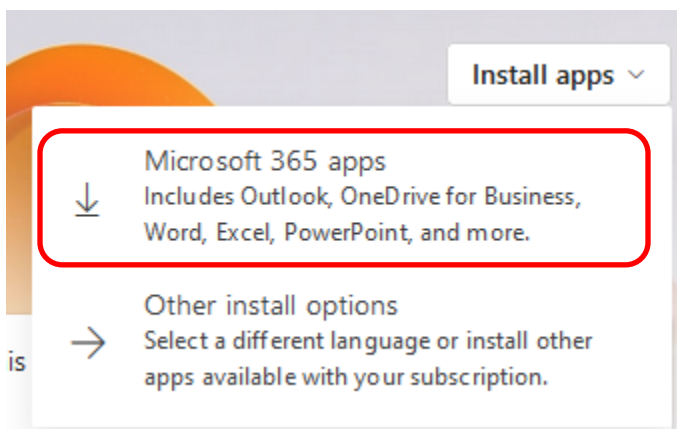


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8. Click on 'Install apps'

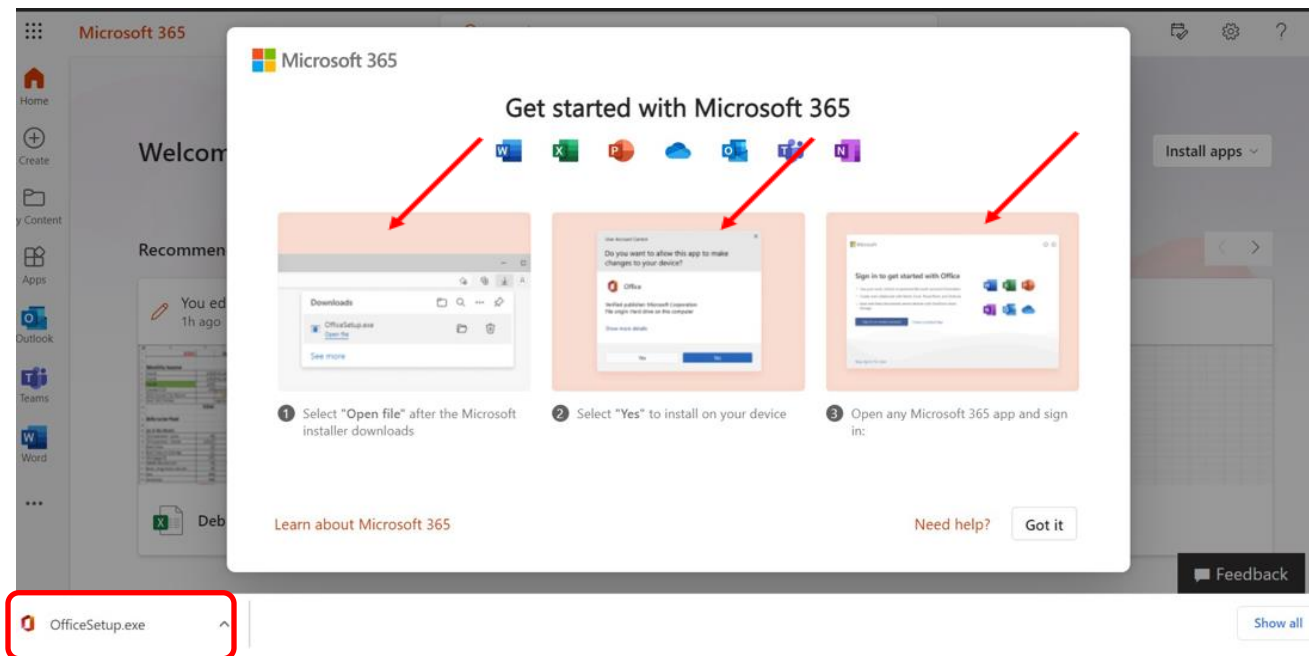


9. Click on 'Microsoft 365 apps'

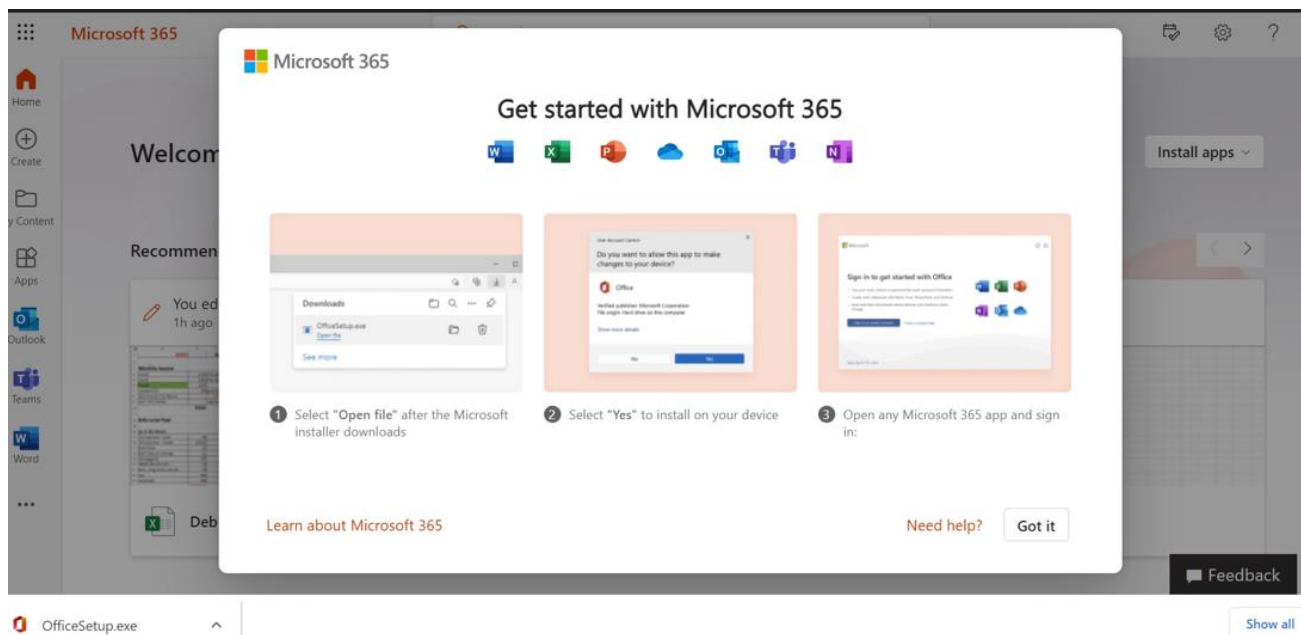


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10. Click on 'OfficeSetup.exe' that loads in the bottom left-hand corner of the window.



11. Follow the steps outlined to 'Click Run', Say 'yes', and if prompted, log in with your full SLC email address.



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12. After clicking the Run button, the '**Please stay online while Office downloads**' 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.

×



Please stay online while Office downloads

We'll be done in just a moment.

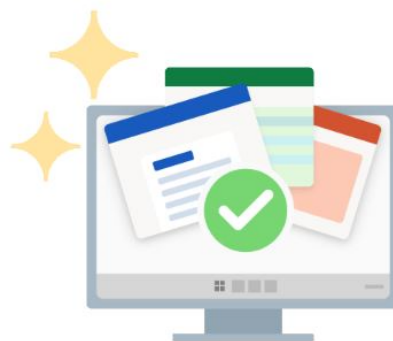


13. Once the Office Apps are installed successfully, you will see the following screen:



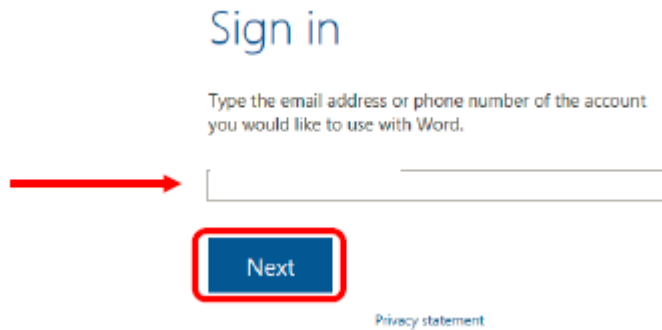
You're all set!

The Office apps are installed on your computer.



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14. Now that the Office 365 Suite is installed, you 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 SLC email address** and select **Next**.



15. This will bring you to another log in screen. On this **second log in screen**, you will again need to enter your full **SLC email address and password** and select the **sign in** button. Once signed in the program will open.
16. You can manage your MS Office Suite Licenses from the 'Other install options' screen when you click on 'Apps & Devices'.

