

MS Office  
APP  
Installation  
(iPad)



St. Lawrence  
College

This manual contains pertinent information about installing MS Office APPS for free on your iPad.

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## MS Office APP Installation (for iPad)

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### 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*, and *Microsoft Outlook*. This subscription is dependent on a valid email address from the college. Typically email addresses will remain active for one year after attending the college.

### How to Install

To install MS Office on to your iPad, you will need to install each program app individually.

First, go to the **App Store** on your iPad.

In the **App Store**, you will need to search for the **Microsoft** app you wish to install (ex: *Microsoft Word*). To install the app on your iPad, you will need to **login with your Apple ID username and password**. Enter the information and proceed to install the app by clicking on the **install** button.



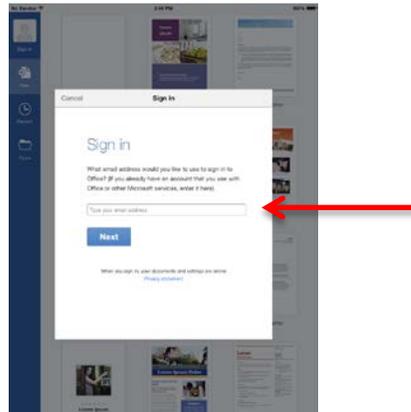
Once the installation is complete, you will be able to access the **Microsoft Office** app you have installed on your iPad. To open, you will simply tap on the appropriate **app icon** (ex: *Word*). This process applies to any **Microsoft Office** app you have installed.



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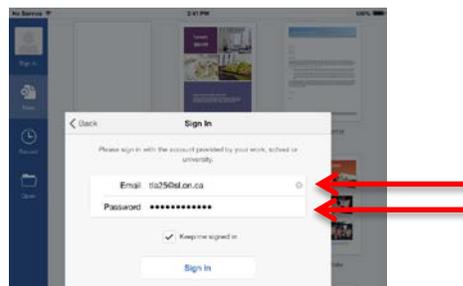
Once you open the app, you will be taken to a sign in screen. To **sign in** to any of the **Microsoft Office** apps, you must use your **SLC email account**

(ex. Jdoe17@student.sl.on.ca or joe.doe@student.sl.on.ca)



After entering your **SLC email address**, you will be taken to a new screen where you must enter your account credentials. Again, you must enter your **SLC email address**

(ex. Jdoe17@student.sl.on.ca or Joe.doe@student.sl.on.ca). Your **password** will be the same one you use to login to slc.me.



Once you have successfully signed in, you will be able to use the **Microsoft Office** app(s) you have installed on your iPad, through the **Microsoft Office** subscription that is provided to you by St. Lawrence College.

