

MS Office  
Software  
Installation  
(Computer)



St. Lawrence  
College

This manual contains pertinent information about installing MS Office Software for free on your computer.

June 2019

## MS Office Software Installation - Computer

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### About

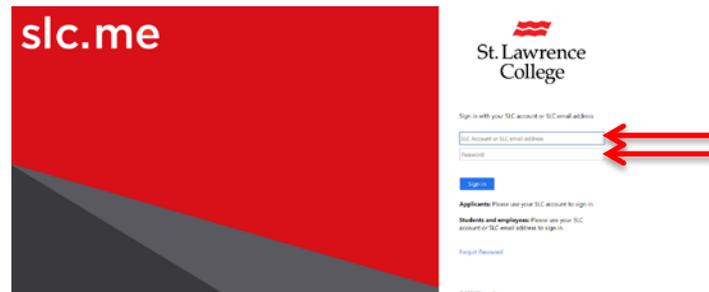
Available through your SLC email account, students enrolled in full-time programs are given access to a **FREE Microsoft Office subscription** that will allow you to install and use **Microsoft Office software and apps** for FREE on up to 5 of your personal devices (including mobile devices)! This subscription 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

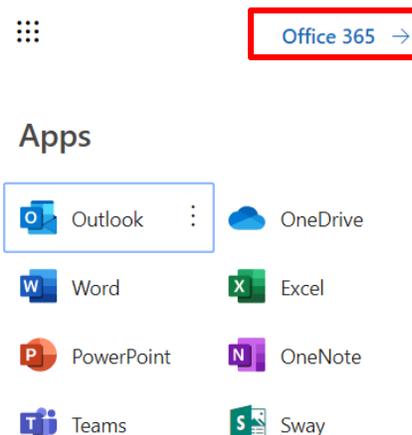
#### Login

Go to <http://slc.me>

You will be presented with the login screen. On the right hand side is where students can login with their **username** and **password**. Enter the information and click the **login** button.



Once logged in, in the top left corner, there is an icon of 9 dots in a square. This will open the Office 365 Applications menu. This menu can also be reached in the Student Email account, in the same location. In this menu, click the **Office 365** button.



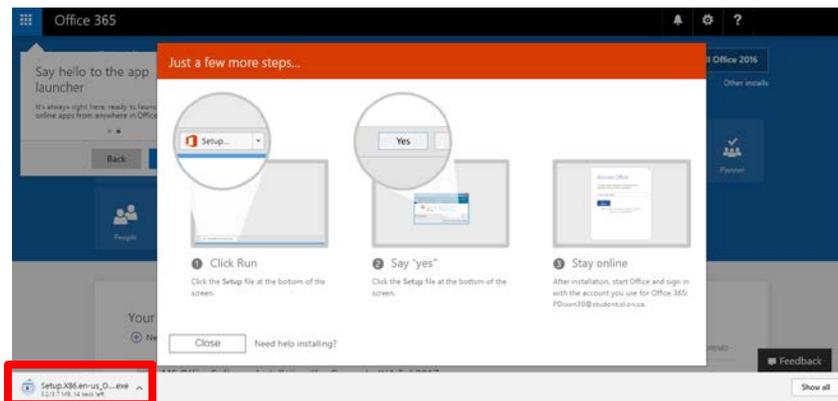
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You will then be taken to a page displaying all the Microsoft applications. On the top right, you will have a button to begin the **install** of the Office Suite.

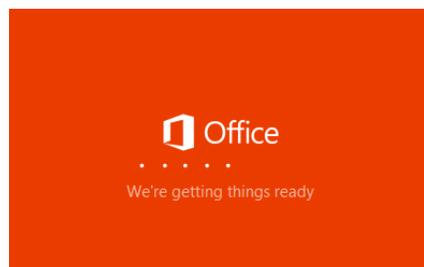


*Please note: for Mac users, your operating system must be the most updated version to receive MS Office 2016.*

This will then download the file required for the install. Once the file is completely downloaded, click the file and select **Run**. (This box may look different based on your computer settings.)

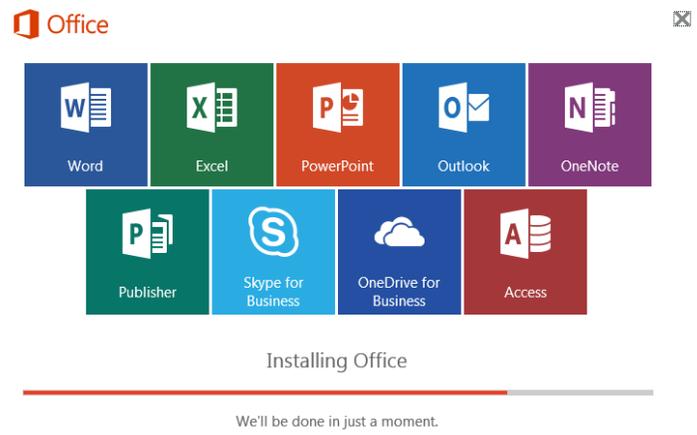


After clicking the Run button, the **Office Getting Things Ready** message will display.

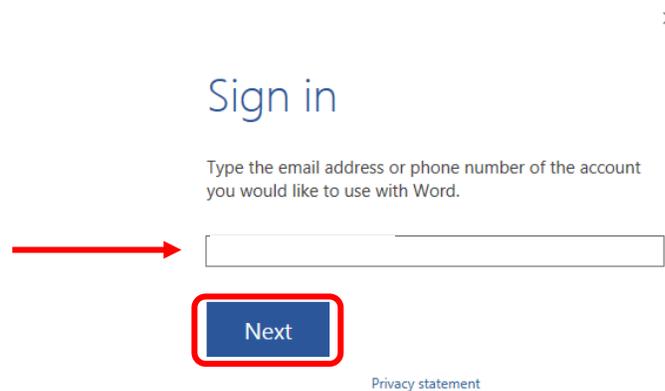


After a few moments, the screen will then change to the **Installing Office** window. This screen will display a progress bar at the bottom, and as the bar progresses the logos for each of the programs included will become coloured.

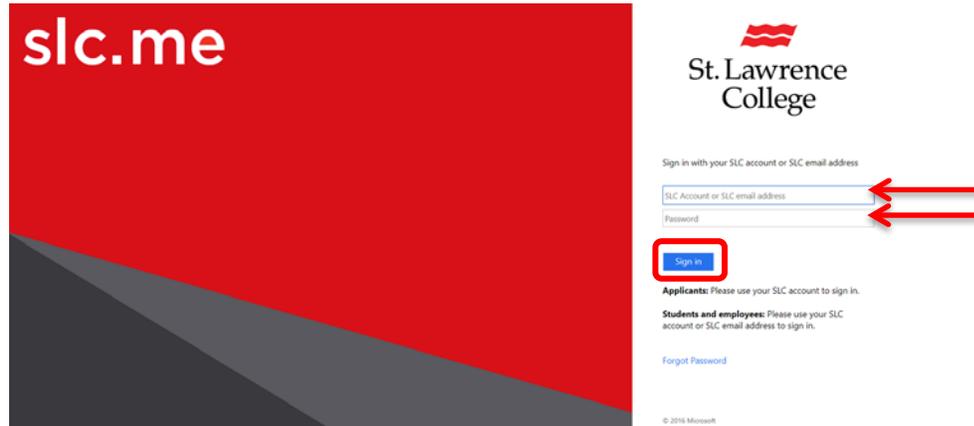
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Now that the Office 365 Suite is installed, students will need to **activate** the programs by signing in to one of the programs for the first time. When logging in, on the first log in screen please enter your **full student email address** and select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



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.



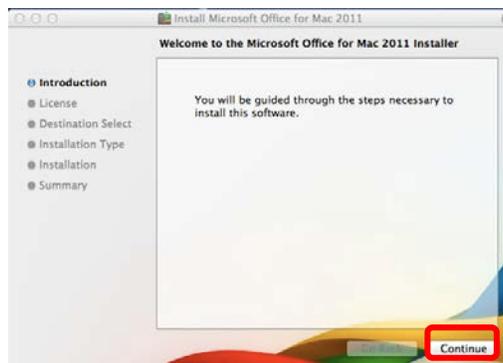
**For Mac Users:**

Double click to open the file from a saved location and see the window below. Double click on the **Office Installer** icon to start the installation process.



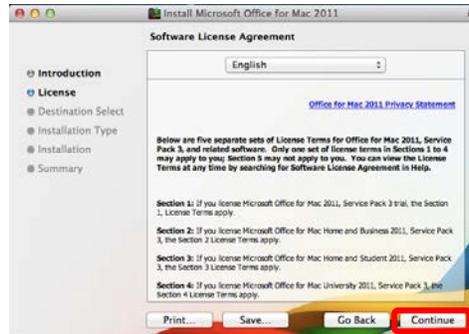
After running the installer, you should see a window like the one below. The following screen captures were taken on a Mac, but should look very similar to the windows you will see if you are using Windows.

Click **continue**.

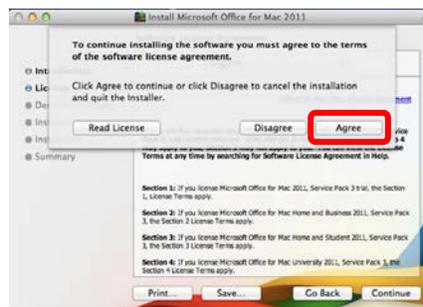


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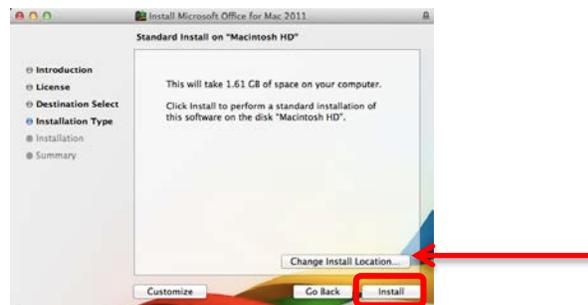
Read the terms of the software license agreement, and then click **continue**.



To continue, click on the **Agree** button.



If you wish to change the install location, click on that button. If not, click **install**.



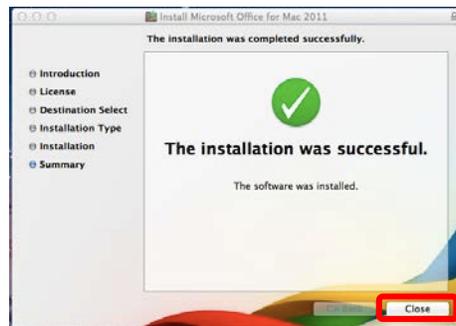
The installation will now begin. You may have to wait a few minutes.



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Once the installation is complete, you should see a window like the following. Click **close** to finish.



To use your Office programs, you will have to **sign in using your Office 365 subscription**.

First, **open one of the programs** installed by clicking on the program icon. For example, on a Mac, click on the Word, Powerpoint, Excel, or Outlook icon as shown below. On windows, find the program from your start menu.



You will then be presented with the following screen (will look very similar on Windows).

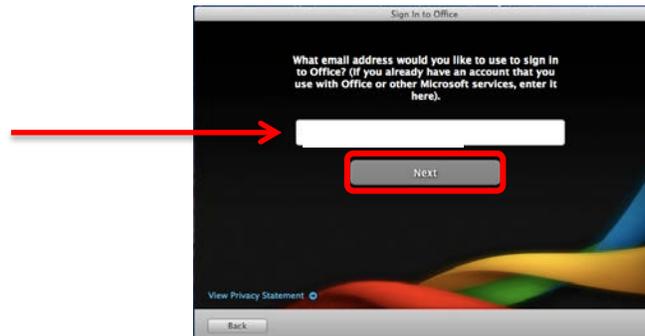
Select the option: **Sign in to an existing Office 365 subscription**.



To sign in, **enter your full SLC email address** (ex. Jdoe17@student.sl.on.ca or Joe.doe@student.sl.on.ca) and click Next.

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On the next screen, ensure that your email address is correct and **enter your password**. Your password will be the same one you use to login to slc.me, the college computers, WIFI, etc. Click **Sign In**.



To personalize your copy of Office, enter your first name, last name, and company name (example: St. Lawrence College) and click **continue**.



You should then see a screen similar to the following and should be ready to use Office. Click **Done**.

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You are now finished! On the next screen, you can learn about what's new in the program, or click **continue** to start using it.



You should now be able to use all of the Office programs that have been installed to your computer!

**Please note:** You can download these programs on up to FIVE different devices, including mobile devices. To do so, you will need to install the Microsoft Office apps through the app store and sign in the same way, using your Microsoft Office 365 email account provided by SLC.

For instructions on how to download the MS Office programs on your iPad, please refer to our 'how to guide' for Office 365 Installation for iPad.