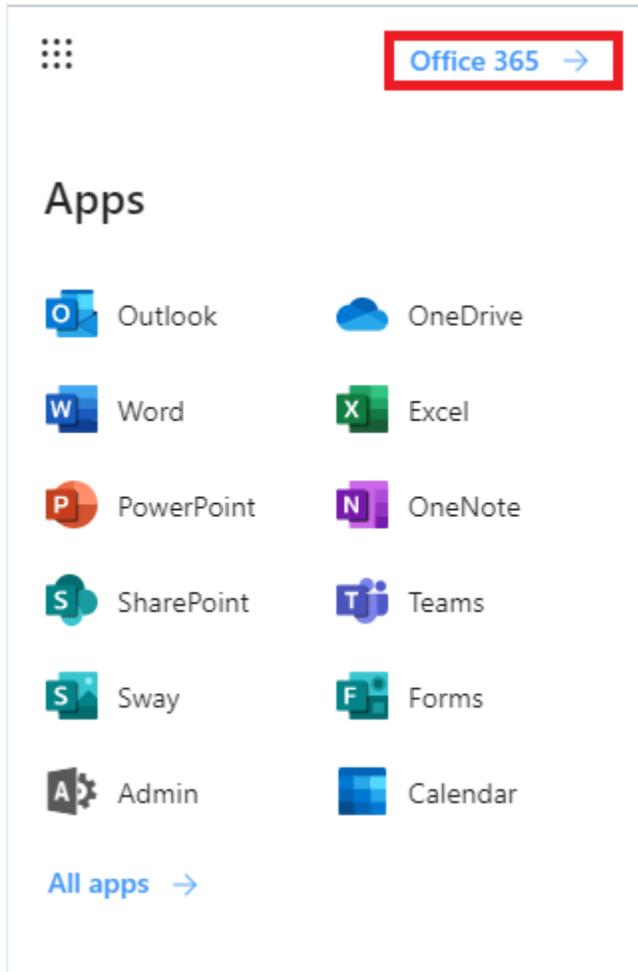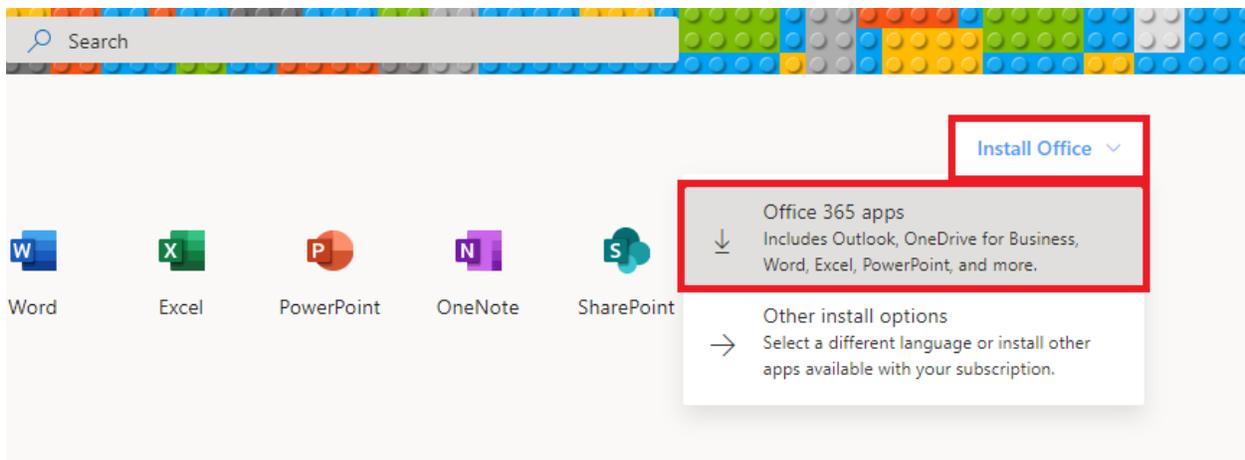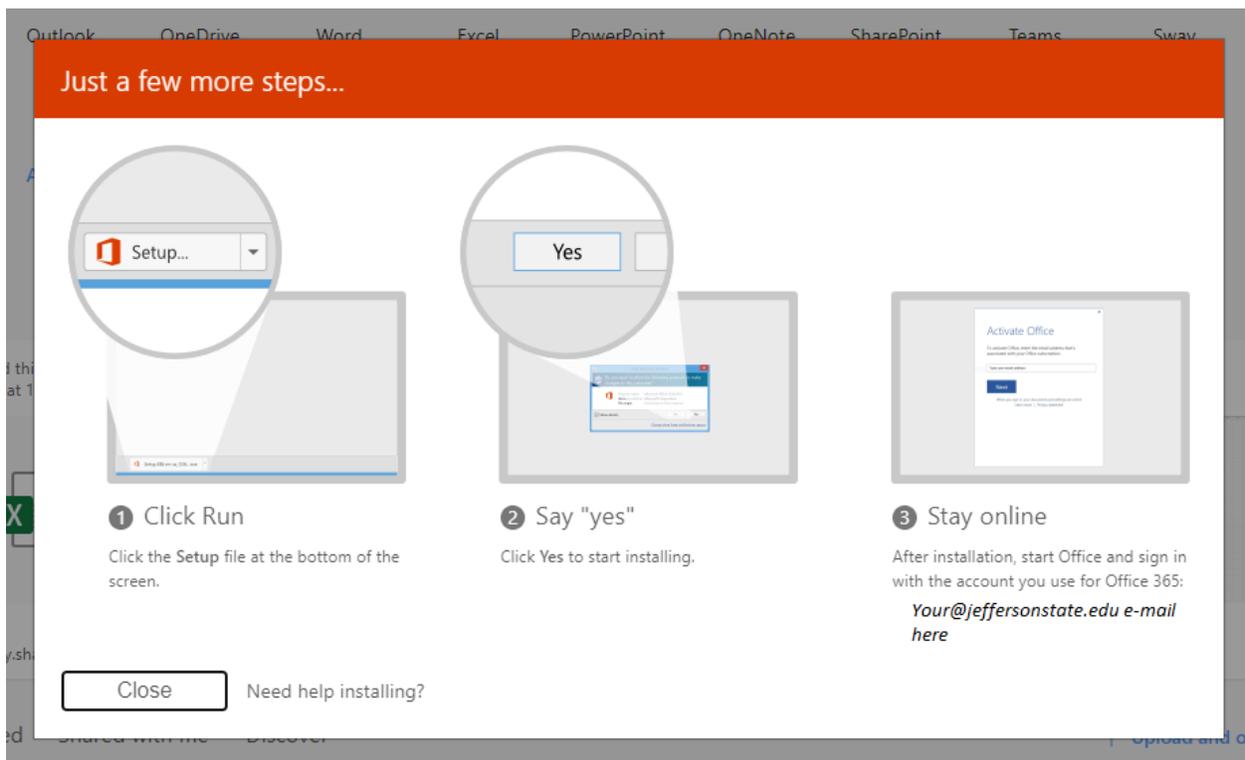# Method 1

Step 1 Log into your Office 365 online account using your MyJSCC e-mail and password.

Step 2 Open the menu next to the "Outlook" heading with the grid of 9 squares (pictured above) and choose "Office 365" from the menu.

Step 3 A new page should open in your browser with a menu that looks similar to the 2nd image. Choose "Install Office" and download the installer from the first option that says "Office 365 Apps". It should either prompt you to choose a download location or it may download automatically. Usually it should download to your "Downloads" folder on your computer so check there if you cannot find it elsewhere.
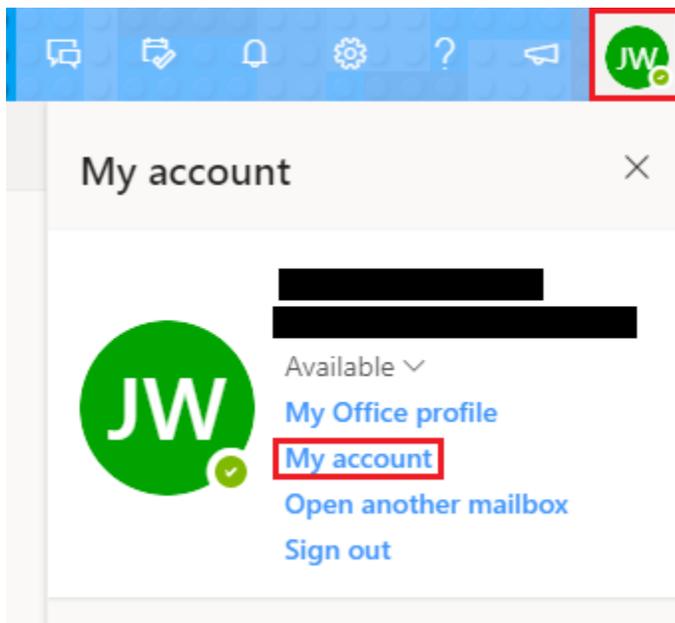

Step 4 Once it has downloaded the installer, you'll need to run it. You must be an administrator on your current PC so if you get an error message about "Administrative Privileges", or similar

message like that, you'll need to get in contact with whoever is the administrator of that computer. This could mean your parents or another person in your household or company

You have a limited number of licenses so be careful to not install it on too many devices at once or else you may run out of licenses. **The current number of licenses per user is 5**
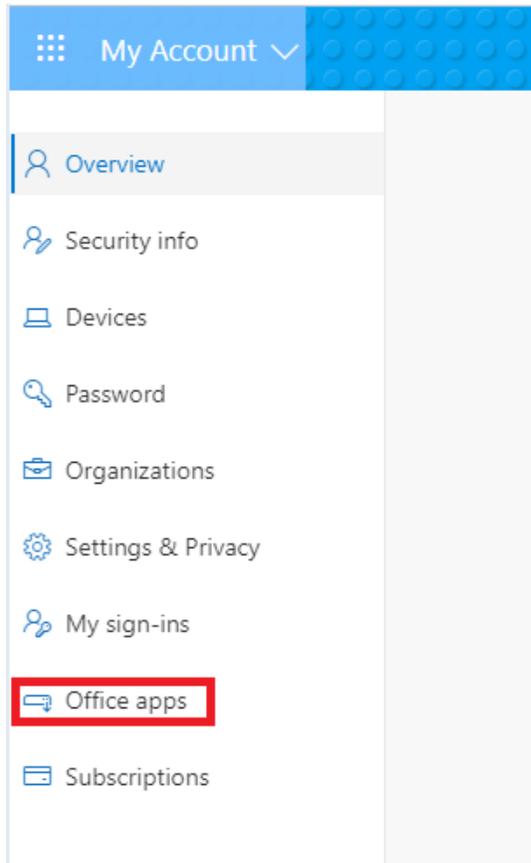
Method 2

Step 1 Log into your Office 365 online account using your MyJSCC e-mail and password.
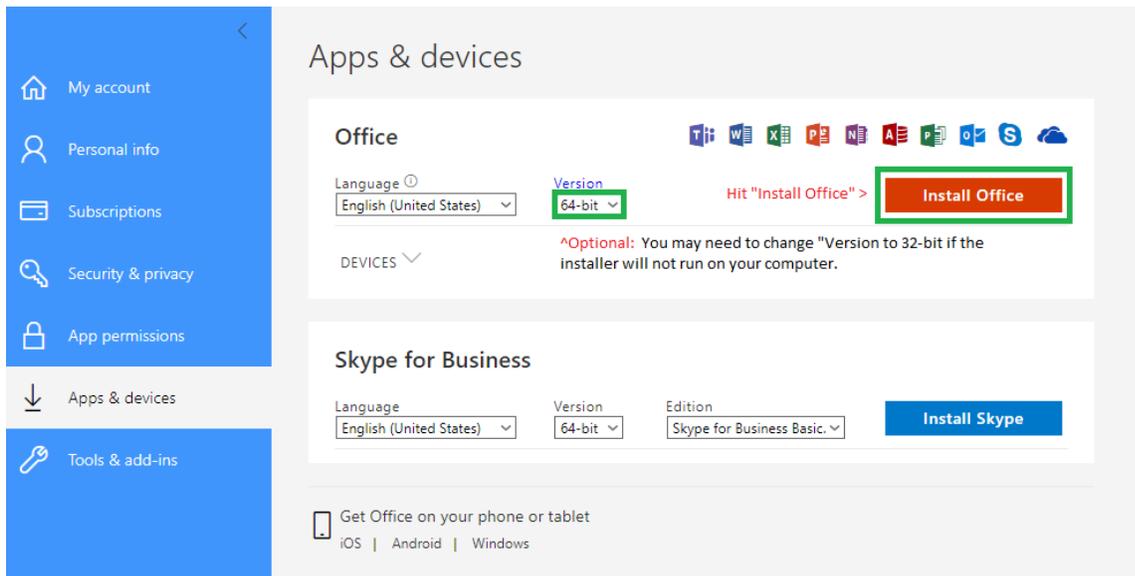

Step 2 Open the menu that has your initials on it (or your profile picture if you uploaded a picture) and choose "My account" from this menu.

Step 3 A page like the one below should appear.

Choose "Office apps" from this menu and proceed to **Step 4**.

Step 4 After choosing "Office apps" (previous step), the following should appear:

Choose your preferred language and then choose "Install Office" button on this page.

Note: you may need to choose 32-bit version from the "Version" drop down if you cannot get the application to run on your current computer. Most modern computers are 64-bit, but some older devices still exist that cannot run 64-bit applications.

Step 5 Once it has downloaded the installer, you will need to run the **OfficeSetup.exe**. You must be an administrator on your current PC so if you get an error message about "Administrative Privileges", or similar message like that, you'll need to get in contact with whoever is the administrator of that computer. This could mean your parents or another person in your household or company.

You have a limited number of licenses so be careful to not install it on too many devices at once or else you may run out of licenses. <u>**The current number of licenses per user is 5**</u>