

## Microsoft Office 365 for SMWC Users

Please use the instructions below for your type of device. Please note that your exact experience may vary based on your operating system and browser.

### PC (Windows) Version

1. Visit <http://portal.office.com>
  - a. IF you are already a Microsoft customer you may be presented a choice of accounts to use to sign in. CHOOSE: "Work or School Account"
2. Type in your SMWC email username and password ([xxxxx@smwc.edu](mailto:xxxxx@smwc.edu))
3. Click on the "Install now" button on the screen



4. Once you click on the "install now" button, a window may appear asking you to "Save or Run"; you generally can just click RUN.
5. If your browser does not give you the above choice, after the file downloads, a window should open giving you the chance to "Run" then.
6. You should be presented with a box asking you to verify you want to install the software. Use the username and password you use normally to start your computer.
7. AFTER it is installed, the first time you start one of the programs, you will need to sign in with your office 365 credentials (your SMWC account).

### Macintosh/Apple (computers, not iPads or iPhones)

1. Visit: <http://portal.office.com>
  - a. IF you are already a Microsoft customer you may be presented a choice of accounts to use to sign in. CHOOSE: "Work or School Account"
2. Type in your SMWC email username and password ([xxxxx@smwc.edu](mailto:xxxxx@smwc.edu))
3. You will find the installer in your normal download location.
4. Double click on the .dmg file and run the installer.
5. You will need to use your MAC user to install the program.
6. AFTER it is installed, the first time you start one of the programs, you will need to sign in with your office 365 credentials (your SMWC account).

### **Mobile Versions (iOS, Android)**

Access your “App Store” and search for “Office 365”

1. Be sure to choose the program FROM MICROSOFT; there are often ‘add-ons’ available that may not be what you are really after.
2. Once you have installed the app, you will be prompted to sign in using your office 365 credentials. (Your SMWC account)

### **Web-based Versions (use within a browser)**

1. Visit: <http://portal.office.com>
  - a. IF you are already a Microsoft customer you may be presented a choice of accounts to use to sign in. CHOOSE: “Work or School Account”
2. Type in your SMWC email username and password ([xxxxx@smwc.edu](mailto:xxxxx@smwc.edu))
3. You can then click Word, Excel or other choices and Edit / Create your document in your web browser.
  - a. Your exact experience and features available MAY change based on which browser / computer you are using.