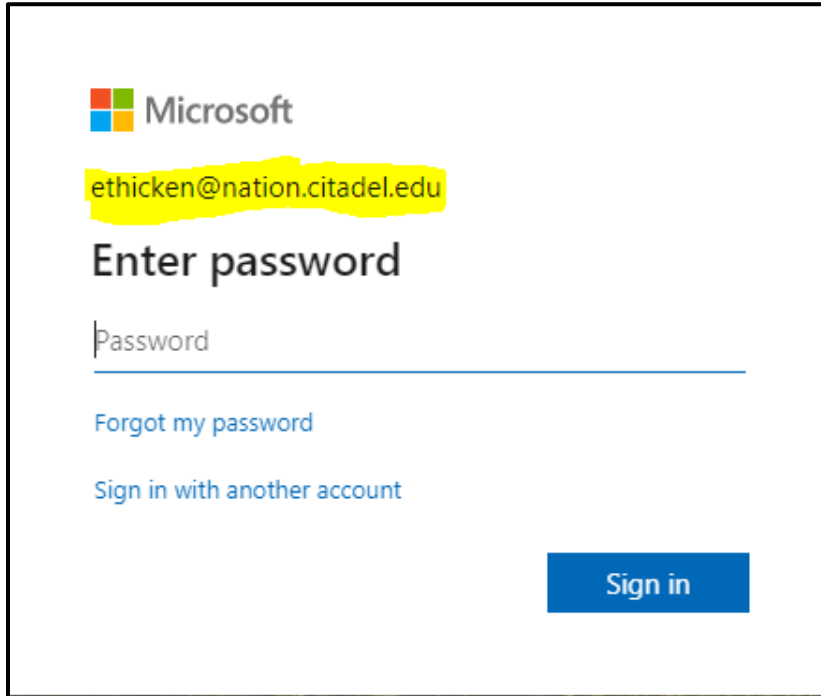


# Downloading Office 365 Products

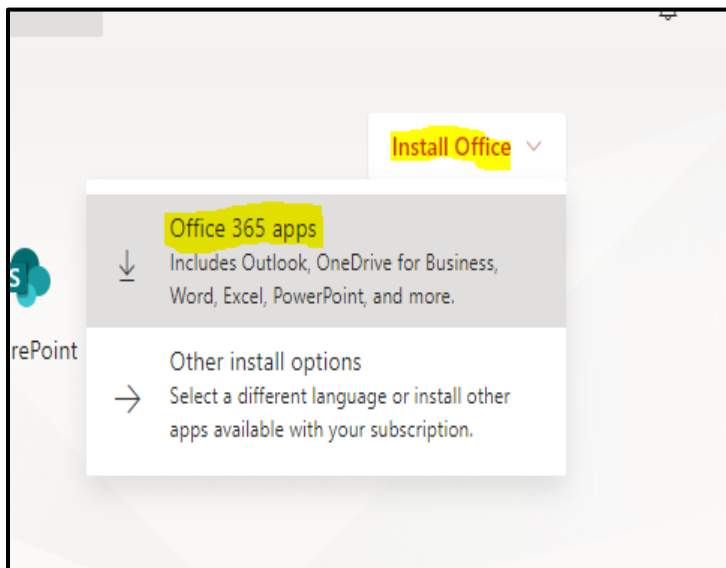
1. Go to [www.office.com](http://www.office.com) and select **Sign In**

**Note:** For PCs, use any browser of your choice. For Apple computers, Chrome works best with this download.

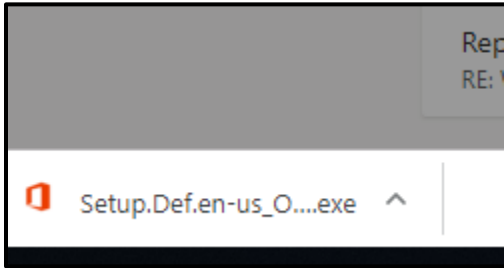
2. Enter you [username@nation.citadel.edu](mailto:username@nation.citadel.edu) and **Lesesne Gateway password**:



3. After signing in, select **Install Office** in the top right hand corner and choose Office 365 apps from the drop down menu:



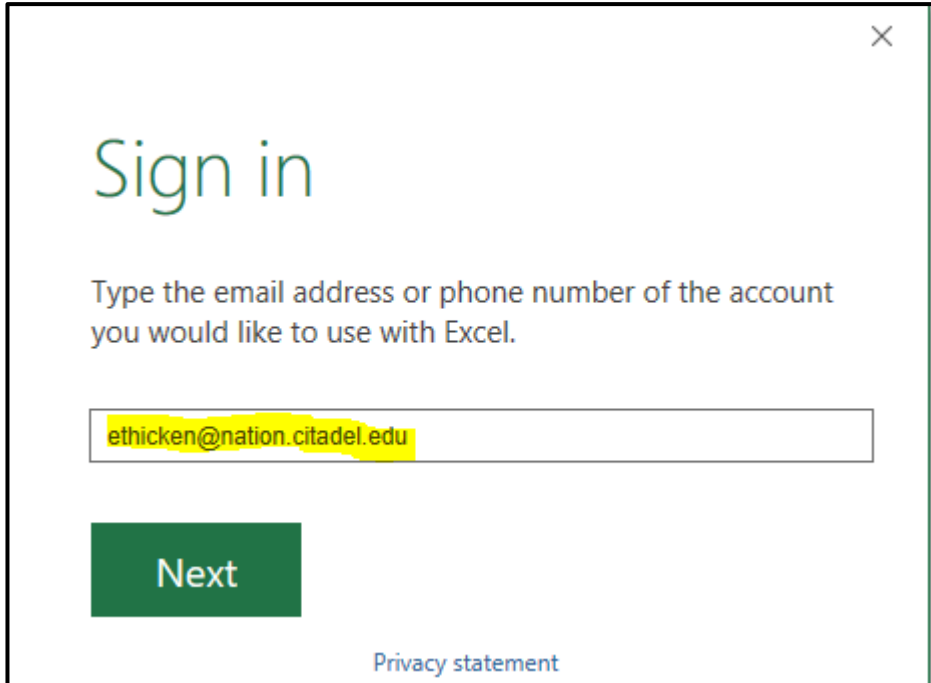
4. Download the installer. This could take 5-30 minutes to download depending on your computer:



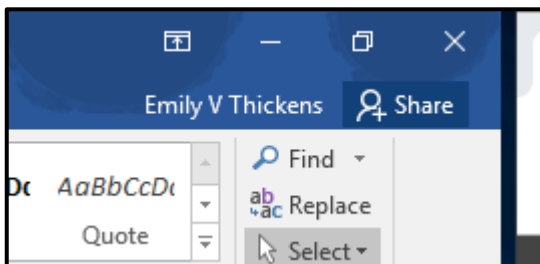
5. Once the installer finishes downloading, open and select **Yes** or **Run**. On an Apple computer, there are approximately four steps to click through, including entering your admin password. The installation process takes 15-30 minutes.



- Once Office has finished installing, you will be prompted to accept a licensing agreement. Next, open one of the products (ex. Excel) and sign in for the first time with your [username@nation.citadel.edu](mailto:username@nation.citadel.edu) and **Lesesne Gateway** password:



- Once you sign into one Microsoft product, you will automatically be signed into all products. This can be double checked by making sure your name appears in the top right hand corner of new documents:



**Congratulations, you have now finished the installation!**

If you need any assistance, please stop by the ITS Help Center in Bond 253 or call us at 843-953-HELP.