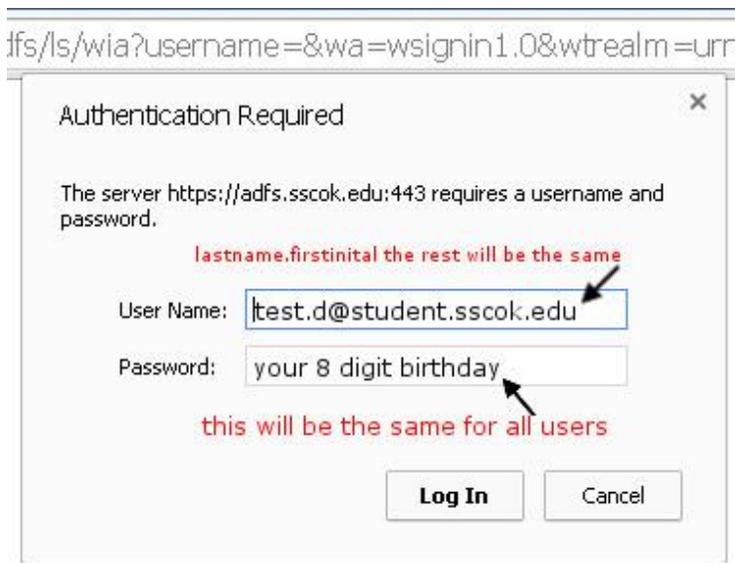


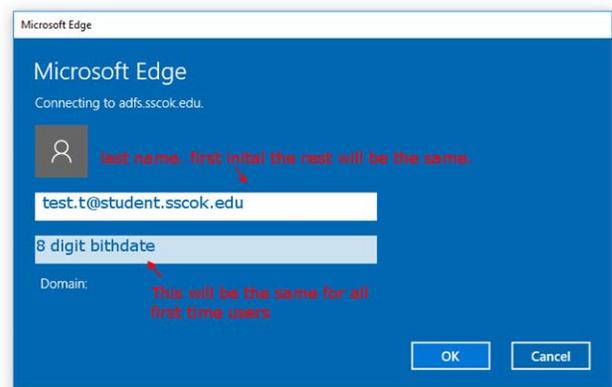
This will show you how to log in to your new email and download the current Microsoft Office.

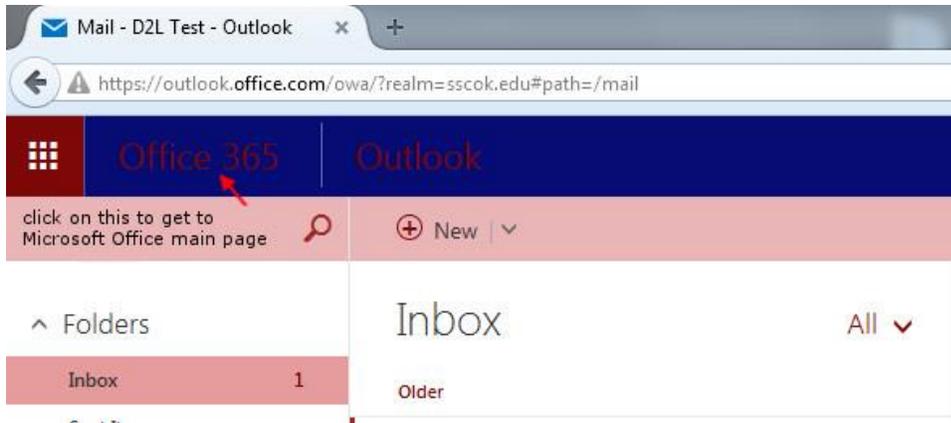


1. You will need to go to the college website [www.sscok.edu](http://www.sscok.edu). You will need to click on campus email, as the picture below shows



2. After clicking on the link, depending on what browser you are using, a login box will appear. Type in your email address and your password. The default password is your 8 digit birthday, just the numbers. The first picture below is one from Google Chrome and the second is Firefox the third is Edge.





picture

3. After signing in you will be brought to your main email page this is where you will be able to see all of your mail. To get to the page where you can install Microsoft Office you need to click Office 365 as seen in the

4. Once you click on the link it will take you to the page seen below. Just click install.



n to Office 365 on your Mac to install.

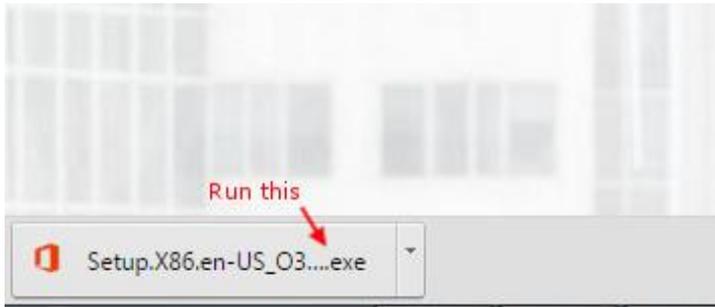
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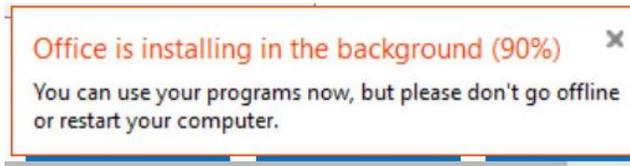
5. After clicking the install button it will want to download a file. You need to tell it to save that file if you are using Firefox. Then run the program.

6. For chrome users just click the program when it finishes downloading, it will be in the bottom left side of the screen.

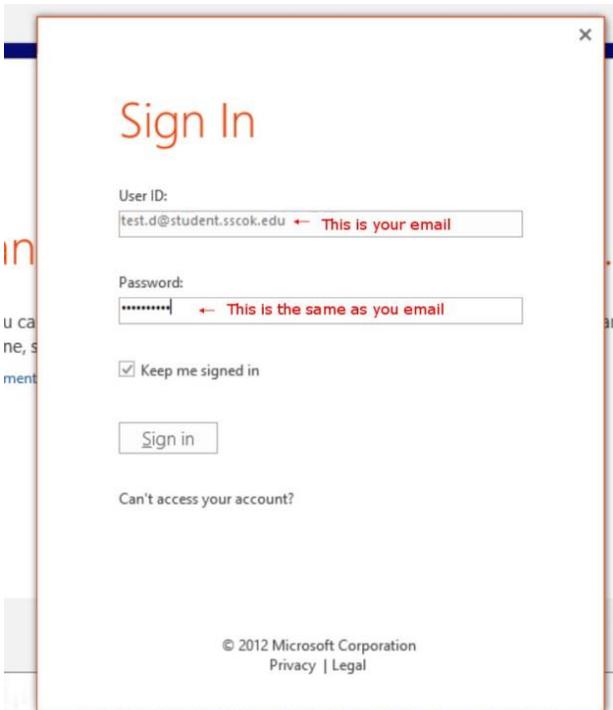


7. After you run the program it will ask for permissions to install, say yes.

8. After a minute or two this box should show up



After this gets to 100% it should be installed then go to the start menu and find the programs.



9. As that is downloading a tutorial will appear, at the end of the tutorial it will ask you to sign in.

10. If signing in does not work you can do that later



11. To sign in after Office has installed, open one of the programs like word, and click the sign in link.

Sign in to get the most out of Office

Click this

Learn more

The screenshot shows a standard Windows Sign In dialog box. At the top, it says "Sign In". Below that, there are two input fields: "User ID:" containing "test.d@student.sscok.edu" with a red arrow pointing to the text and the label "This is your email", and "Password:" containing a series of dots with a red arrow pointing to the text and the label "Same as your email". There is a checked checkbox for "Keep me signed in" and a "Sign in" button. At the bottom, there is a link for "Can't access your account?". The footer contains the copyright information: "© 2012 Microsoft Corporation" and links for "Privacy | Legal".