

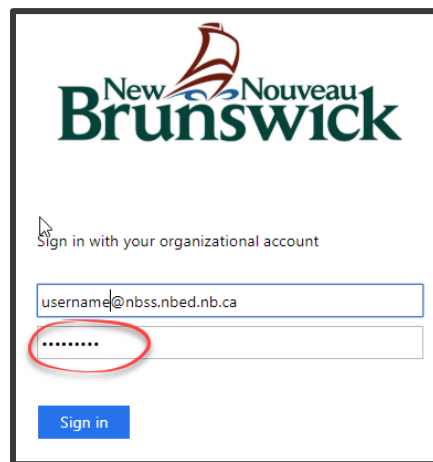
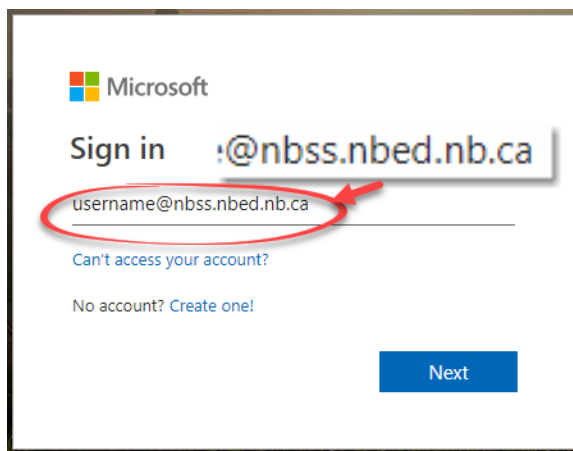
Installing Office 365 Pro Plus on your home computer

1. Open any Internet browser (except for Internet Explorer)

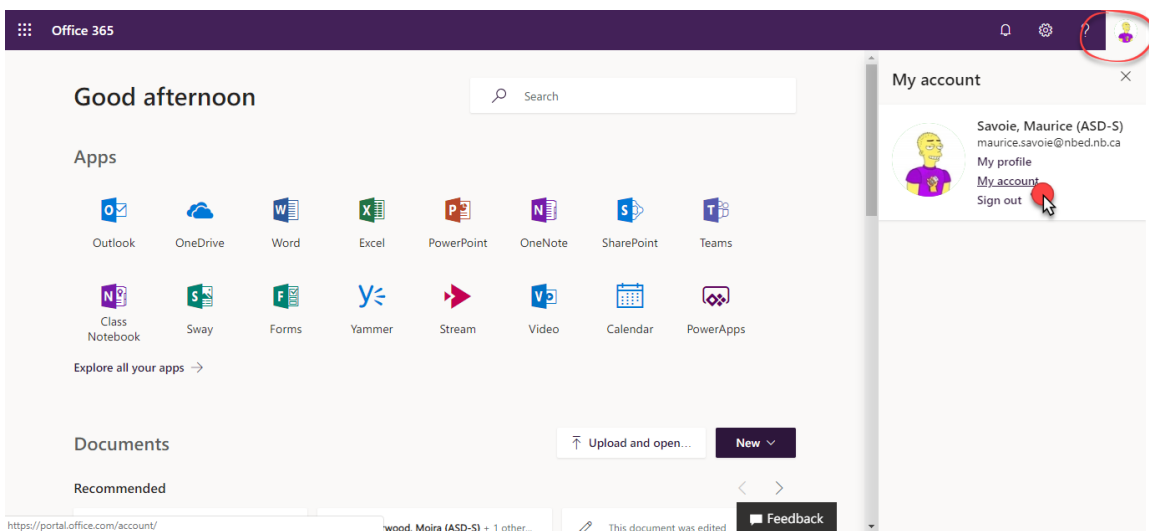


2. In the address bar, type **portal.office.com**

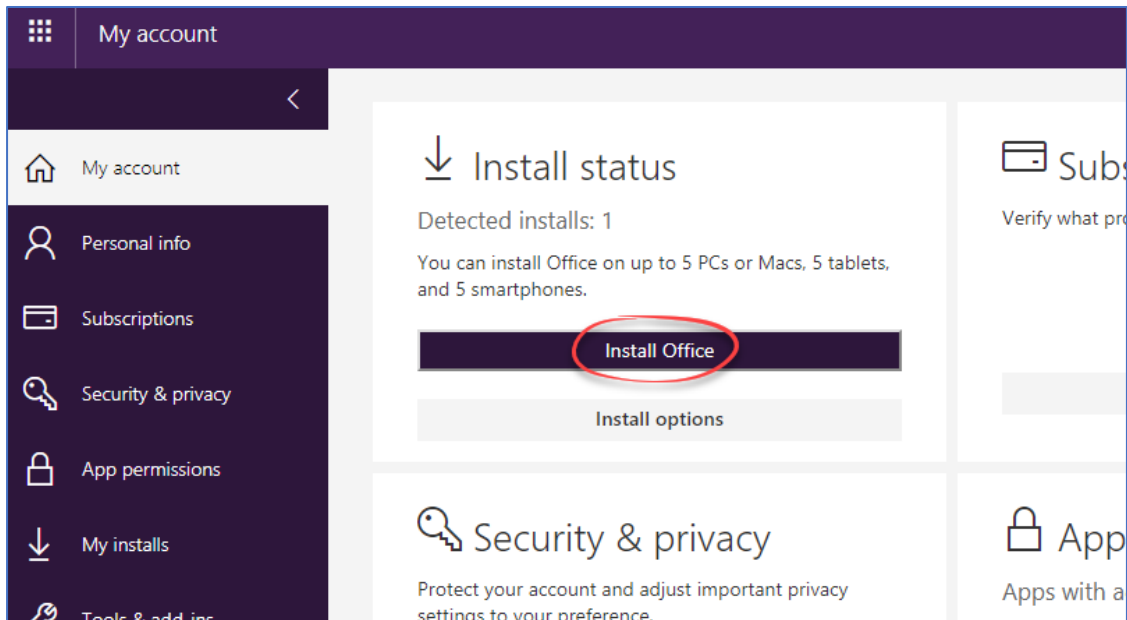
3. Sign in using your school email address and password. If you're a student, be sure to use this format for your email address: **username@nbss.nbed.nb.ca**



4. The Office 365 homepage will open. Click the icon for your account at the top right of the screen. Then click on **My Account**.



5. On the next screen, click **Install Office**. You will be prompted to save a small file to your computer.



6. **Open the file** that you downloaded and follow the onscreen instructions.

