Office 365 Download and Installation Guide for Windows
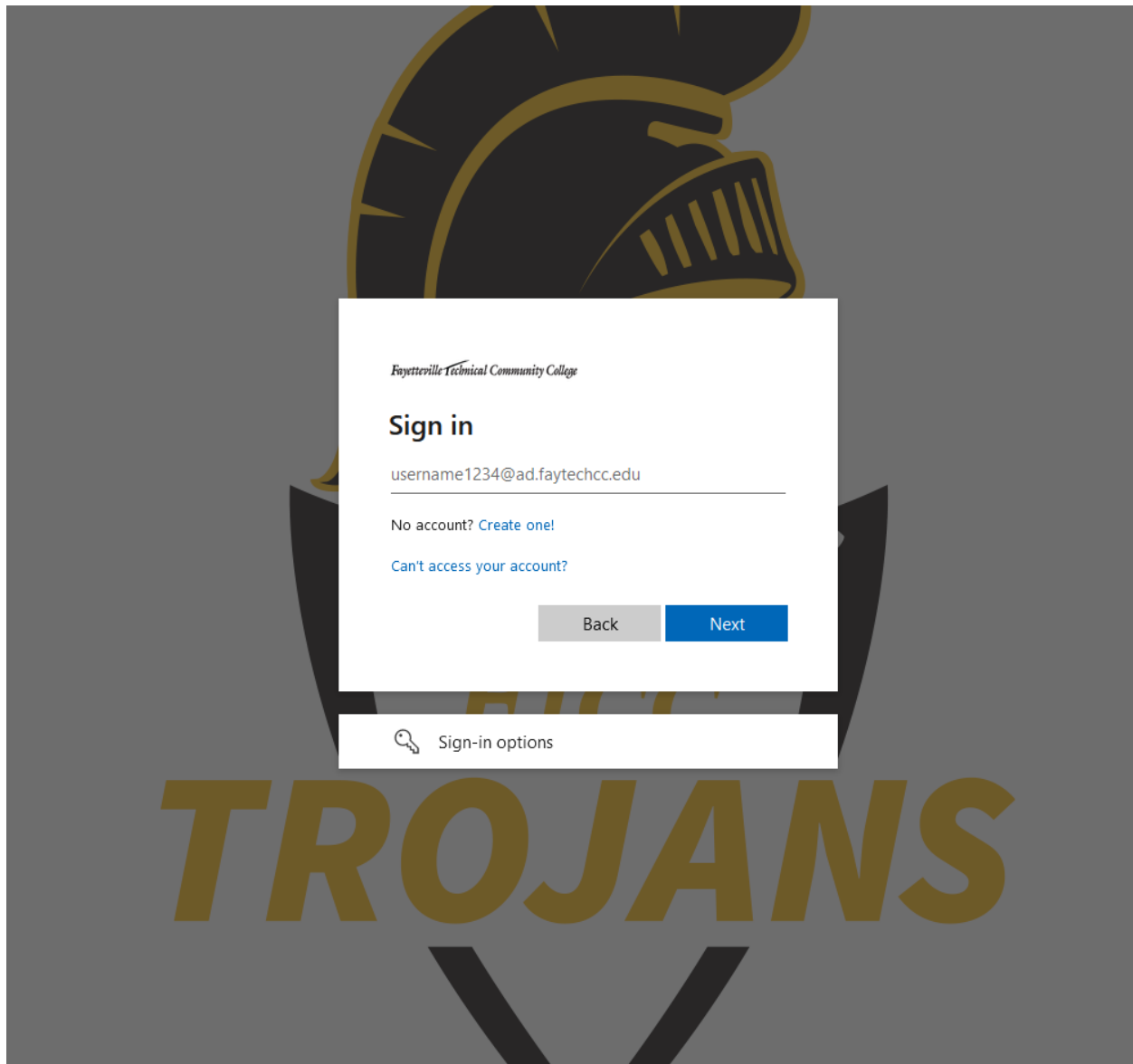
This document will walk you through how to install Office 365.

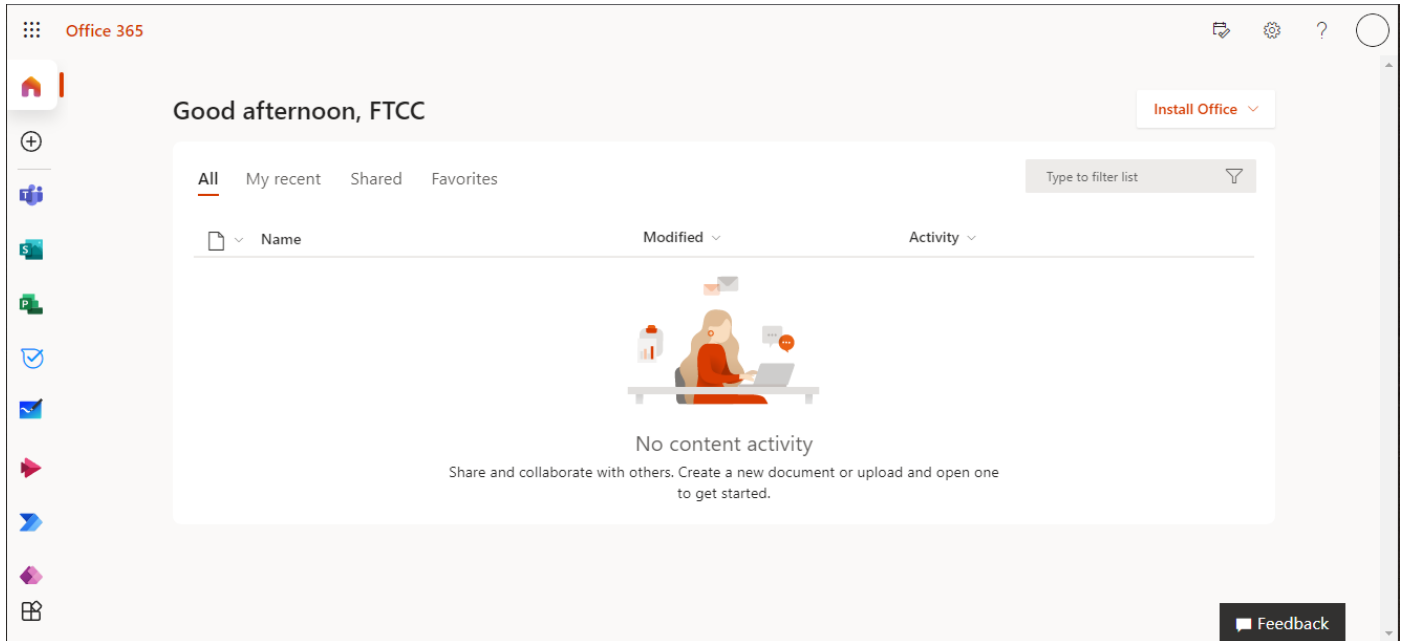## STEP 1) HOW TO LOG INTO OFFICE 365

- To sign in, visit https://login.microsoftonline.com/?whr=ad.faytechcc.edu

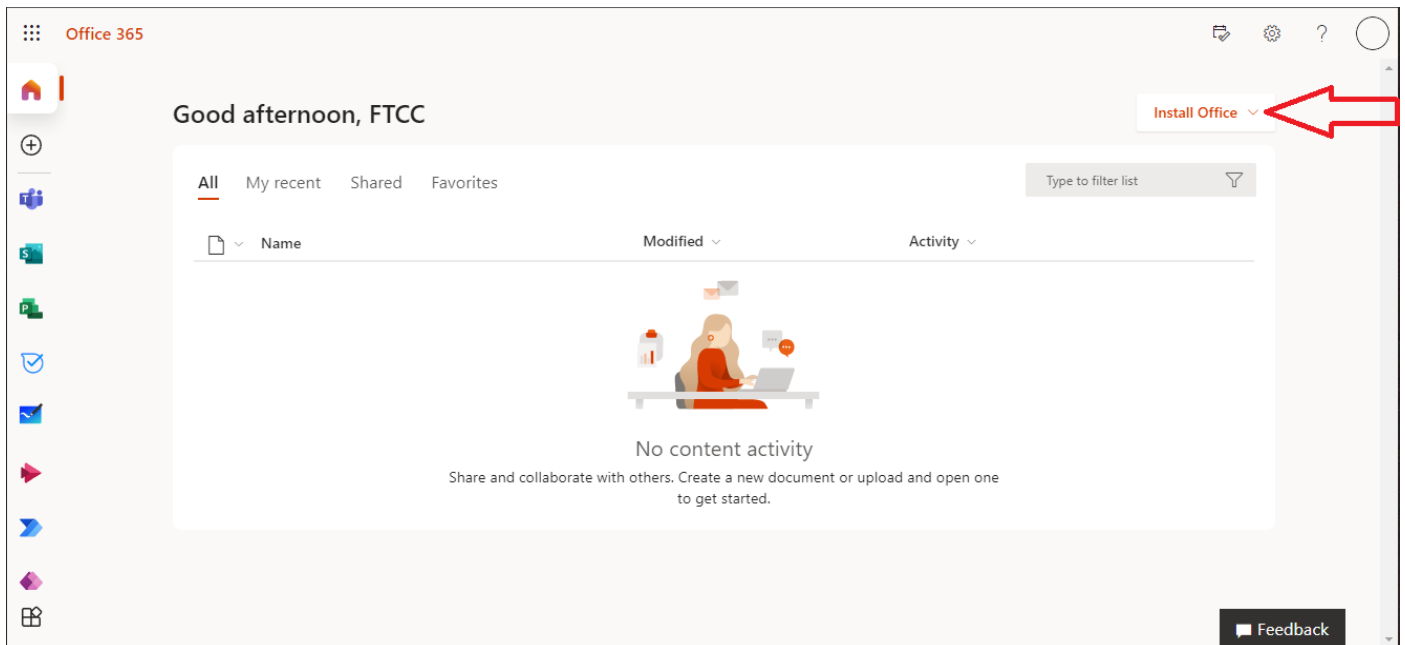- Log in with your **[AD username]@ad.faytechcc.edu** and network password.

  EX: doej1234@ad.faytechcc.edu

  Pas$w0rd1$ (network password)

- Upon successful log in you will be taken to the Office 365 home page.
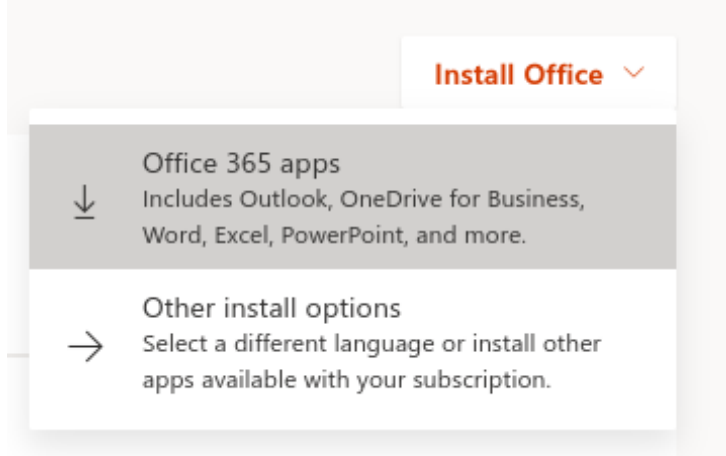
STEP 2) DOWNLOADING OFFICE 365

Upon logging in for the first time you will be presented with the following screen:
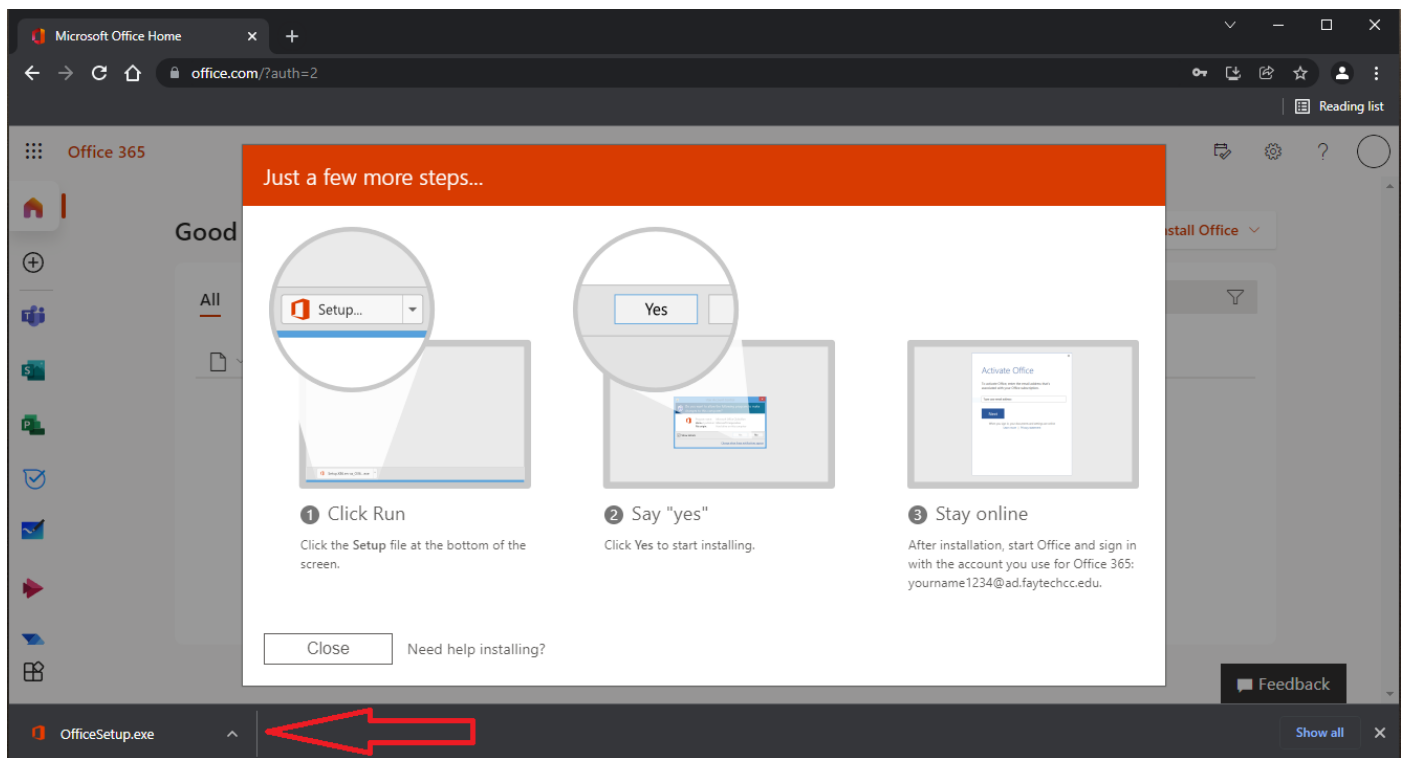

- From the center of the home page select **Install Office.**

- Select **Office 365 apps** from the **Install Office** dropdown to begin the download.

- This will begin your **OfficeSetup.exe** download
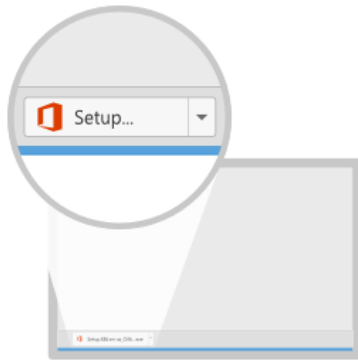 If using Firefox browser please refer to note on following page.

This completes the download of Office 365 to your device.
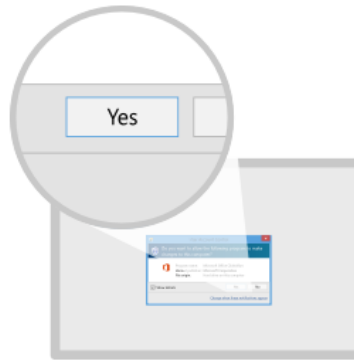
STEP 3) INSTALLING OFFICE 365

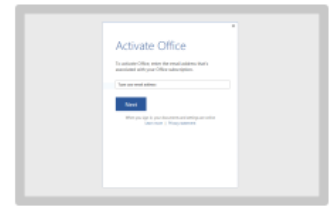Follow the installation instructions presented to you on the Office 365 webpage:
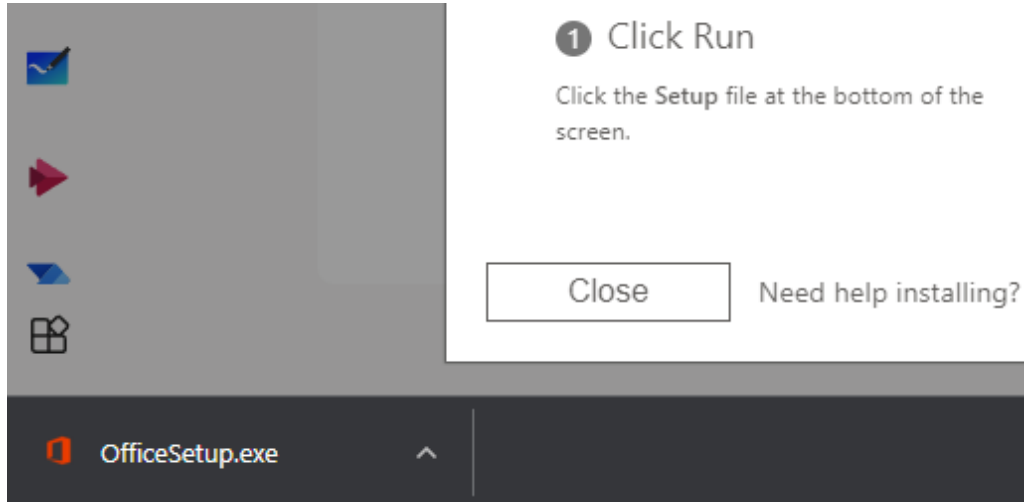

- Click Run. After download completion execute the OfficeSetup.exe setup from the appropriate location based on your internet browser [**refer to note below**].

- Select "yes". Click Yes to start installing.

- Stay online. After installation, start Office and sign in with the FTCC AD account used in step 1.
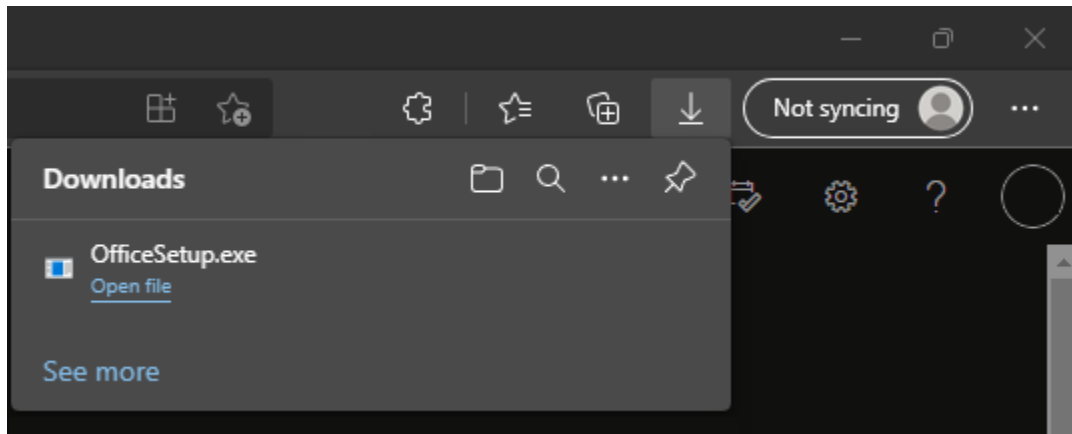
Note: Depending on your internet browser, you can execute **OfficeSetup.exe** either in the **lower left-hand corner** (Chrome), **upper right-hand corner** (Microsoft Edge), or by selecting **Save File** and accessing **OfficeSetup.exe** in the **upper right-hand corner** (Firefox). Examples shown on following page.
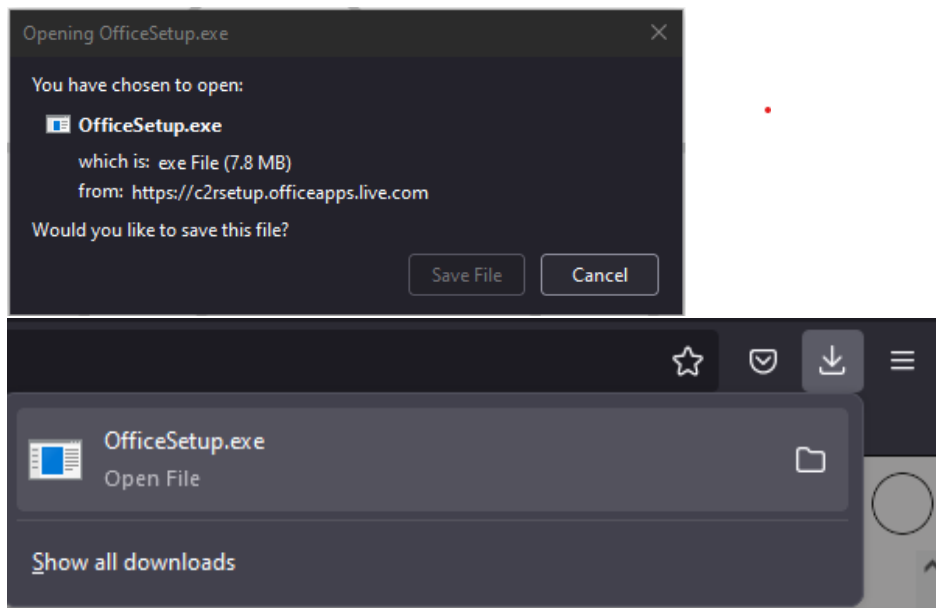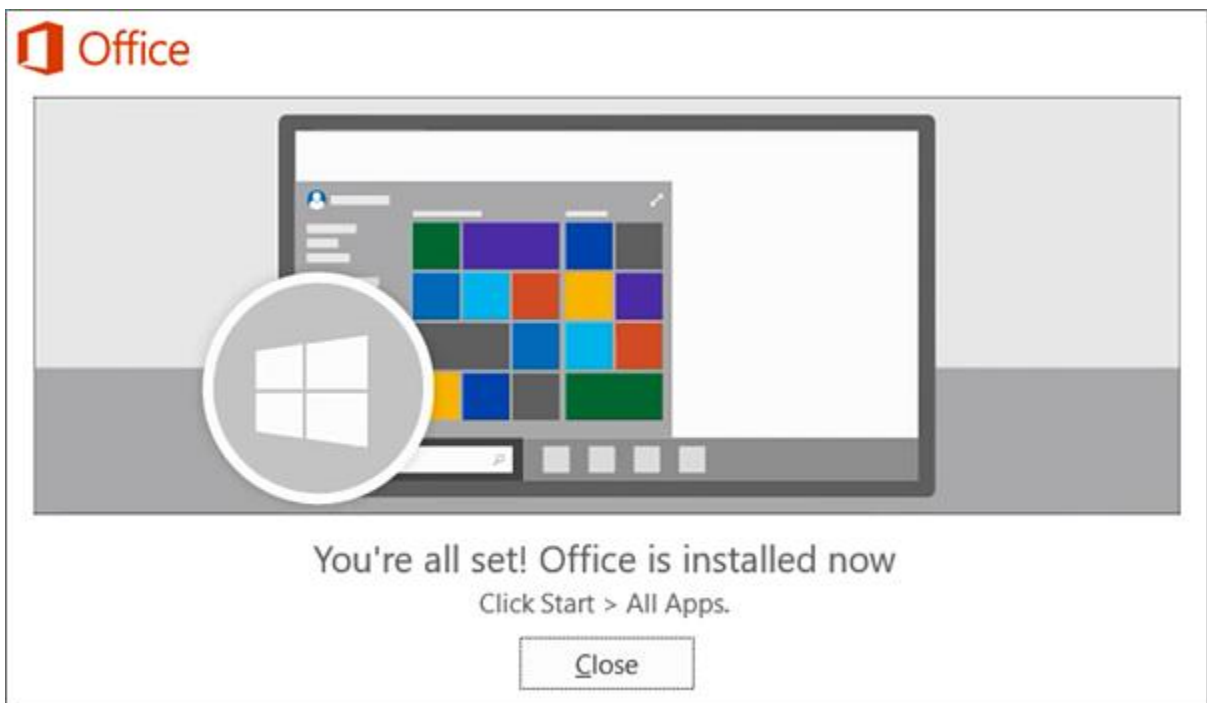
Browser Examples:

CHROME:

① Click Run

Click the **Setup** file at the bottom of the screen.

Close   Need help installing?

OfficeSetup.exe

EDGE:

Not syncing

Downloads

OfficeSetup.exe
Open file

See more

FIREFOX:

Opening OfficeSetup.exe

You have chosen to open:

OfficeSetup.exe

which is: exe File (7.8 MB)
from: https://c2rsetup.officeapps.live.com

Would you like to save this file?
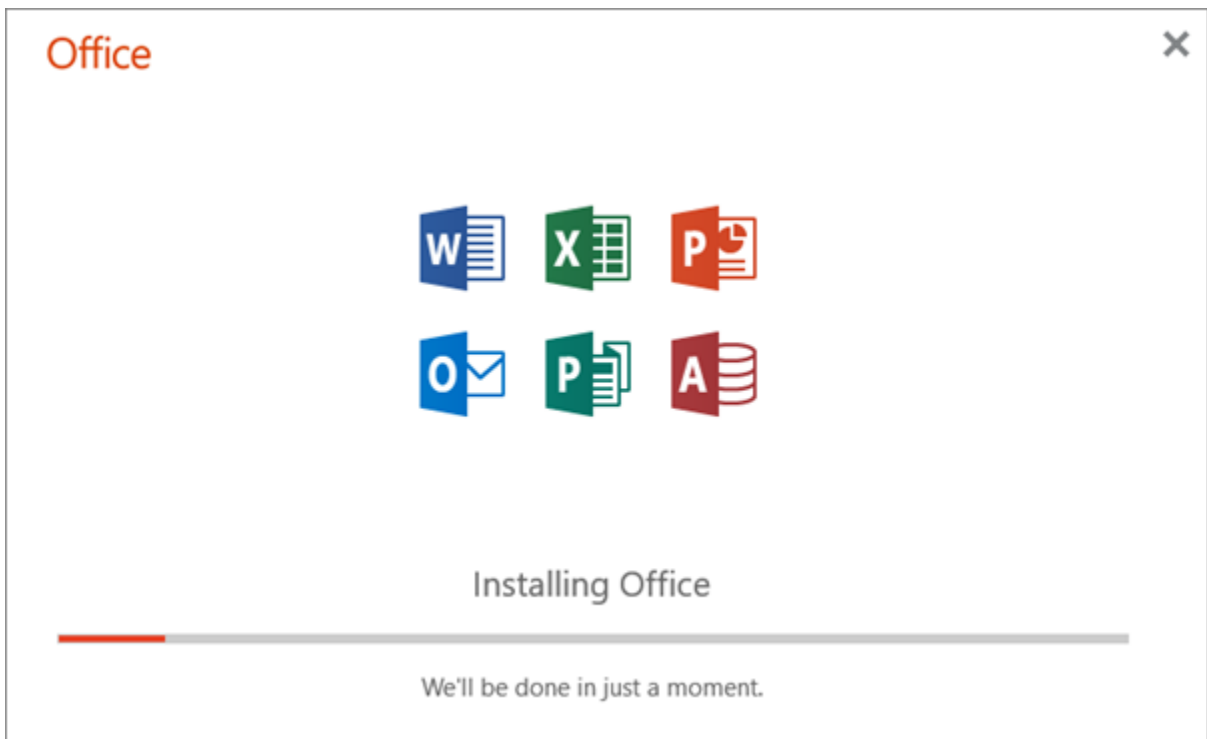
Save File   Cancel

OfficeSetup.exe
Open File

Show all downloads

Installation will be complete when you see the phrase, **"You're all set! Office is installed now"** and an animation plays to show you where to find Office applications on your computer. Select **Close**.

Office 365 installation is now complete.