Office 365 Download and Installation Guide for Chromebooks
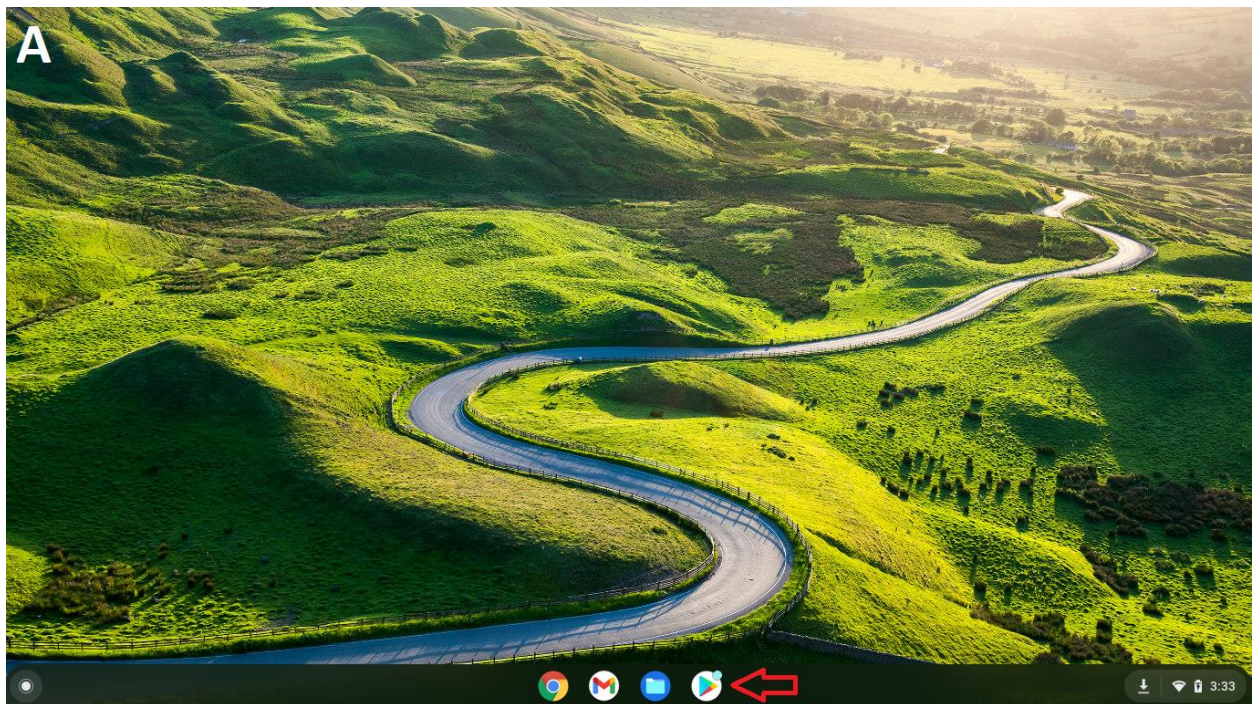
Note: These instructions are ONLY intended for users installing Office 365 on a compatible Chromebook device. Microsoft has announced they will no longer be supporting Office 365 on Chromebooks as of September, 2021 and advocate for the use of the web versions of Office 365 apps on these devices. As of the publication of this guide the following steps are valid but can be outdated with any further developments.

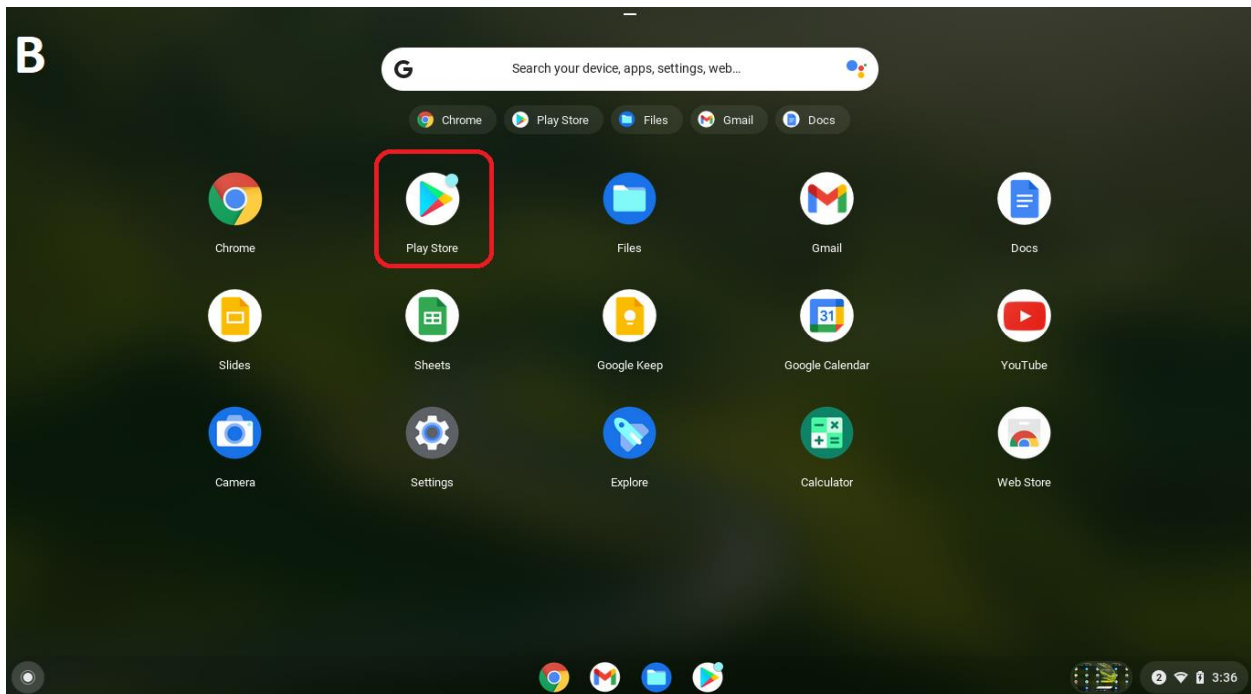This document will walk you through how to install Office 365 on Chromebooks.
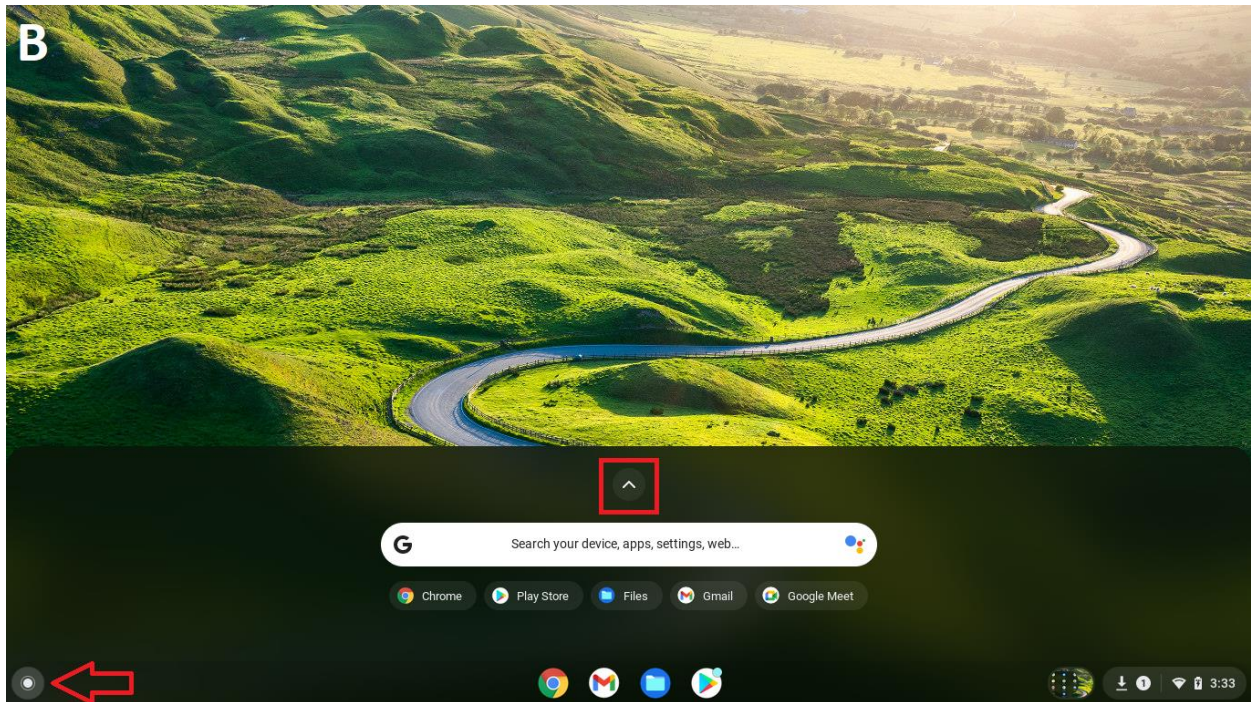
STEP 1) OPENING THE GOOGLE PLAY STORE

- In order to download the appropriate apps, you are required to log into the device and launch the Google Play Store.
  There are a number of ways to go about doing so:

  A) Clicking on the Play Store icon in the center of the taskbar (**if available**).
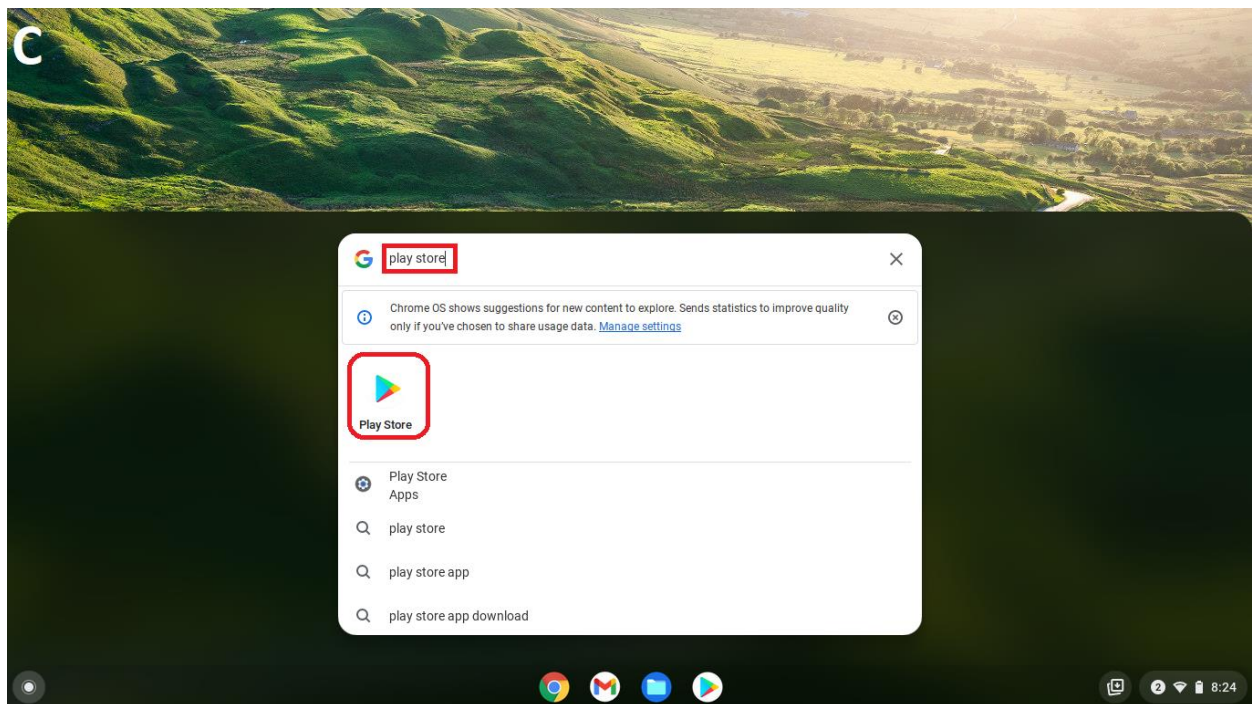
B) Clicking the launcher circle icon, selecting the up arrow to expand app selection and selecting Google Play Store.
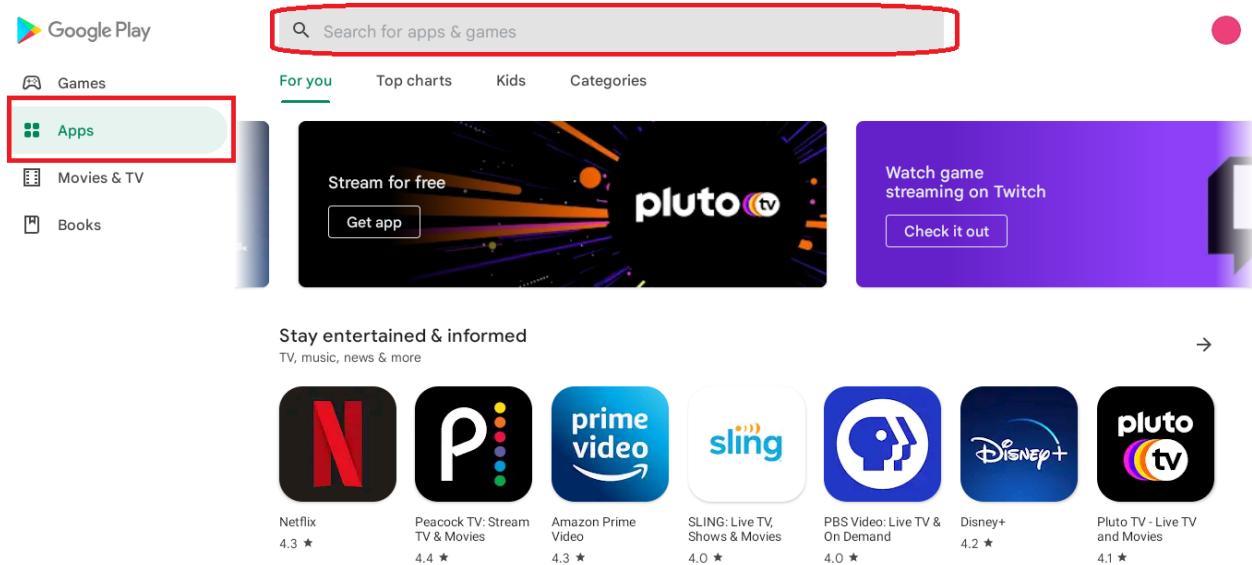
C) Pressing the search button on your keyboard and searching for **Play Store**.

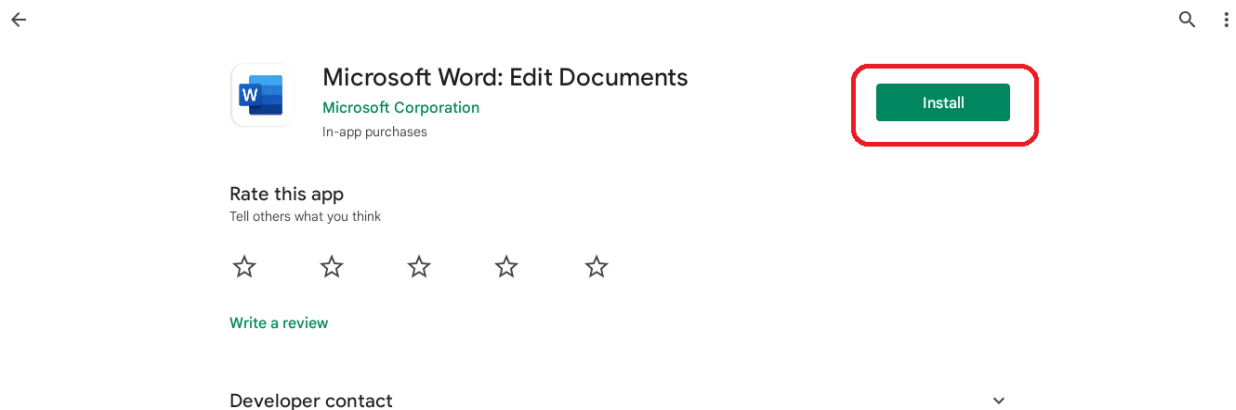## STEP 2) DOWNLOADING & INSTALLING OFFICE 365 APPLICATIONS

Note: Chromebooks require separate installation of each Office 365 application. For example, search for and install Microsoft Word then search and download Microsoft Excel.

- Navigate to the **Apps** section of the Play Store and use the search bar to search for your desired app.

- Click on your desired app to open its Play Store page.
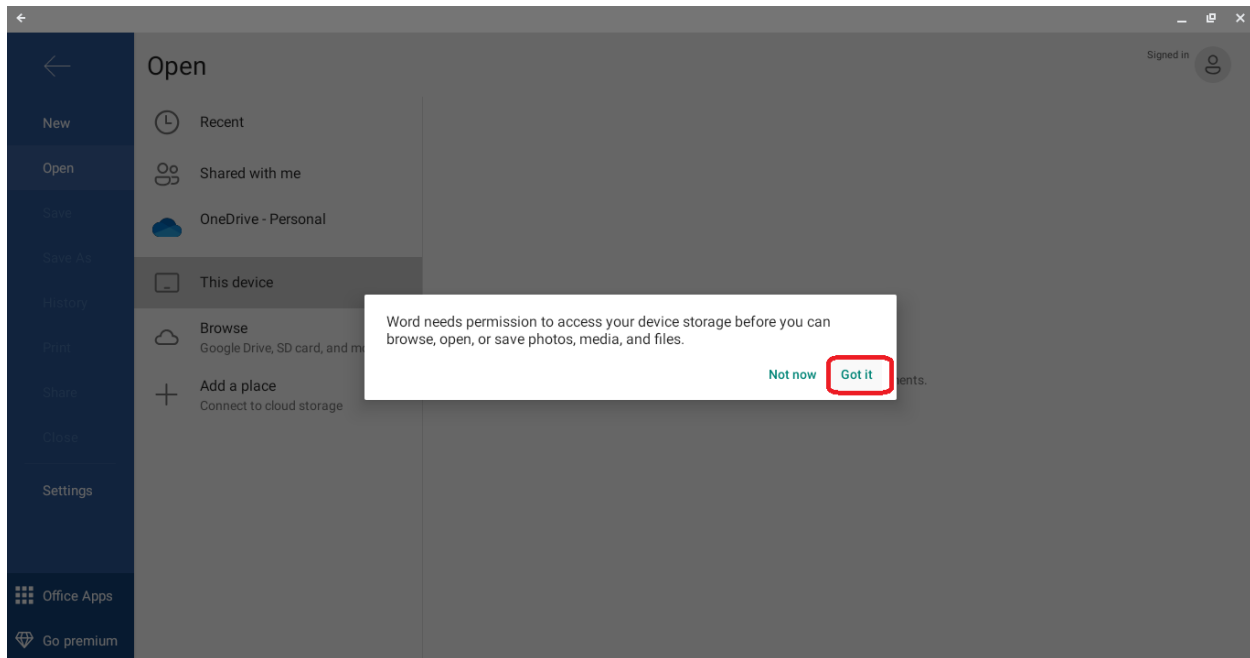- Install the app by clicking the Install button on the right-hand side.

   Example:
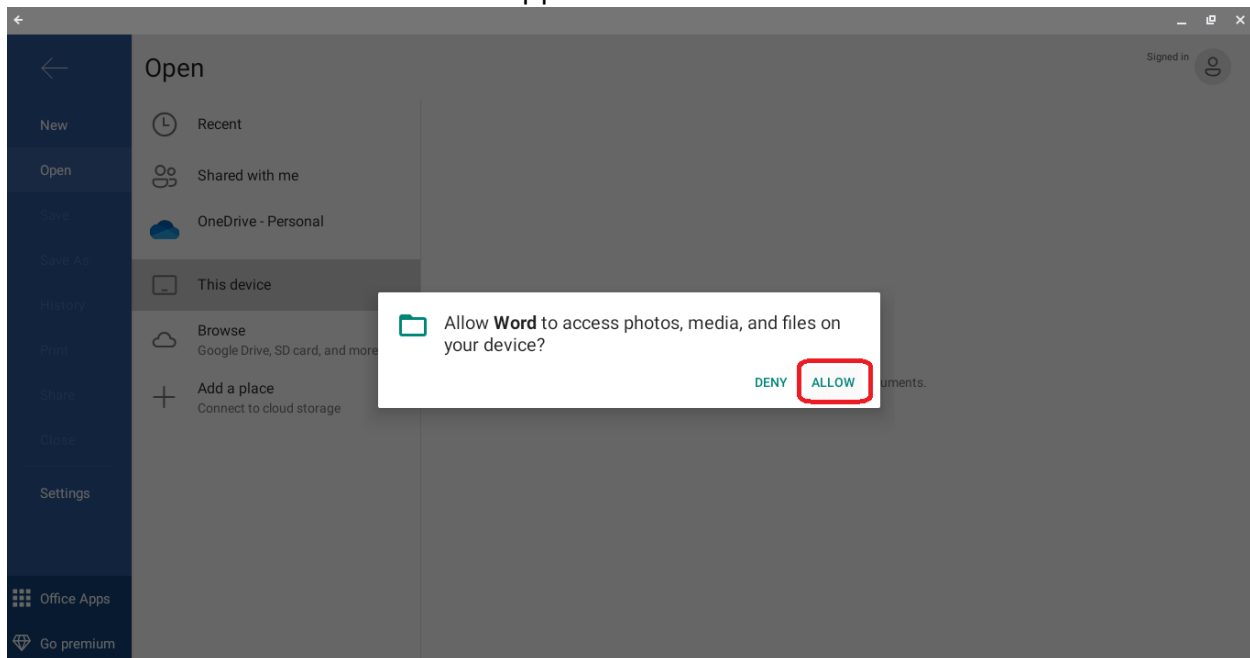
STEP 3) OPENING OFFICE 365 APPLICATIONS

- Use the same process(es) to launch your Office 365 apps as demonstrated in step 1.

  Upon first execution of any Office 365 app, you will be presented with the following messages:

- Select Got It to proceed to permission approval.

- Select Allow to allow the app to access data on the device.

Office 365 installation is now complete.