

Step: 1 Go to the Microsoft 365 Website by going to <u>http://login.microsoftonline.com</u> and then enter in your school email address and school network password.

Step 2: Get to Microsoft 365 Settings. In the upper right, click on the gear (🍄) and then choose Microsoft 365 settings.



Step 3: From the settings menu click on the "Install status" link on the left side.



Step 4: Towards the top you should see a link to "Install Desktop applications." Click that link.

Install status

Manage your PC and Mac installs here.

Install desktop applications

You will then see...click the Install

