

Downloading Microsoft Office at PSC

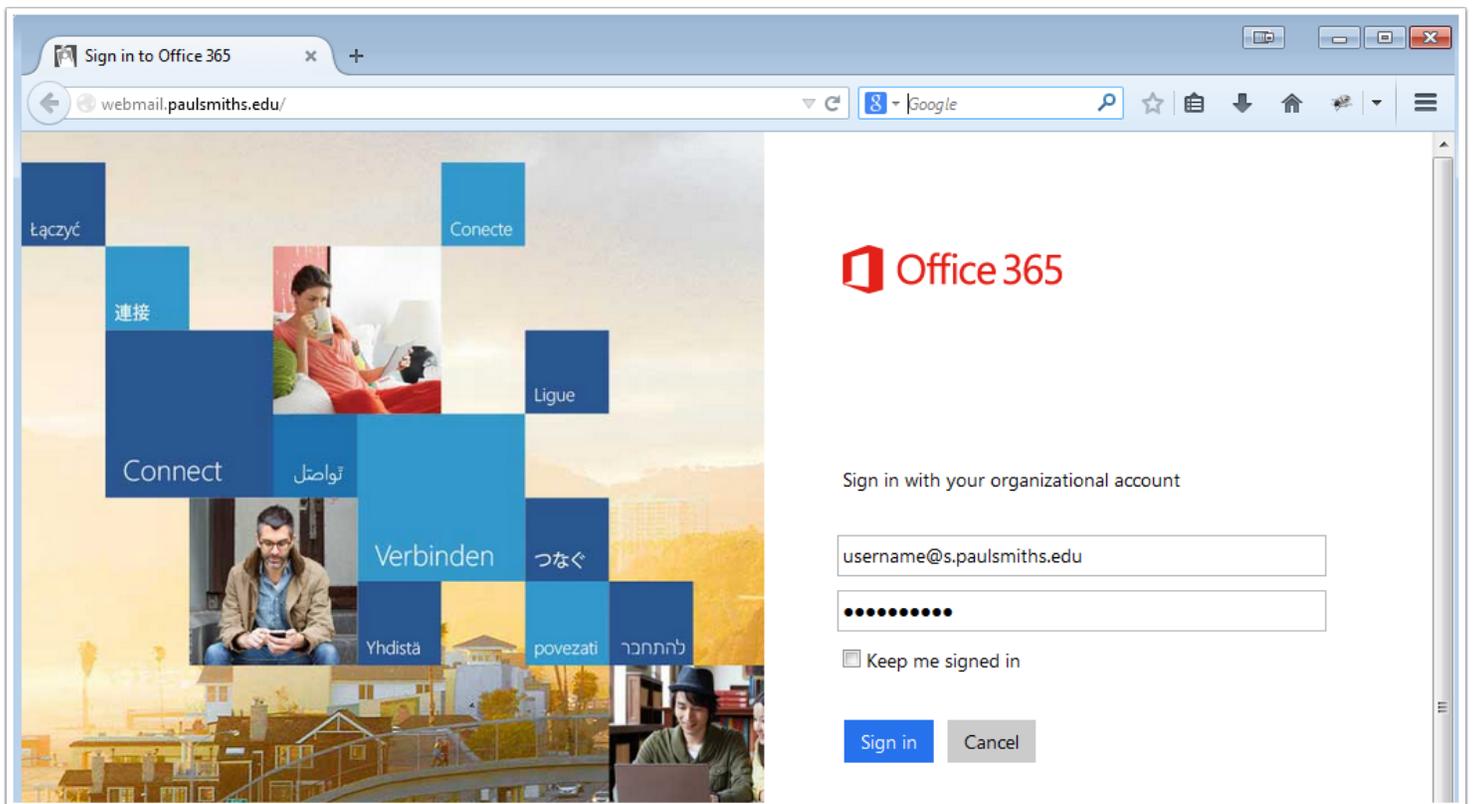
Paul Smith's College is providing you Microsoft Office!

It is our pleasure as the Information Technology Department to be able to provide our students with a copy of Microsoft Office for use in their classes. This will work on both Macs and PCs and can be installed in a few simple clicks. If you experience any issues, please feel free to stop into the IT Office located in the Joan Wiell Adirondack Library, Room 112.

-The Paul Smith's College IT Department

Step 1: Login to your PSC Email

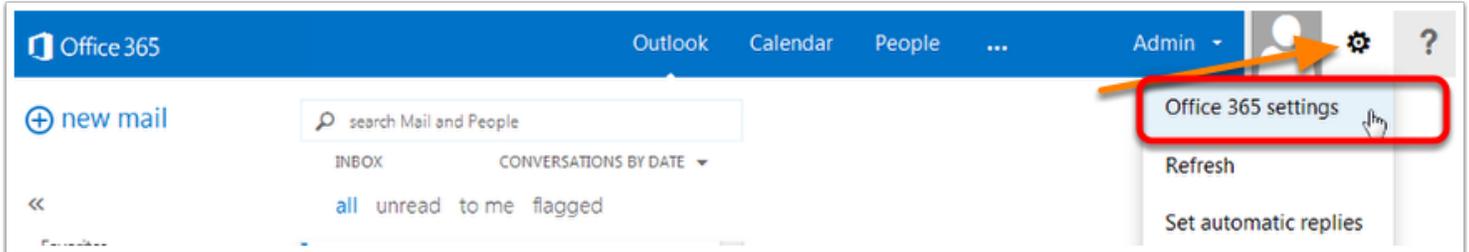
In a web browser, navigate to: webmail.paulsmiths.edu and sign in with your PSC email address like normal



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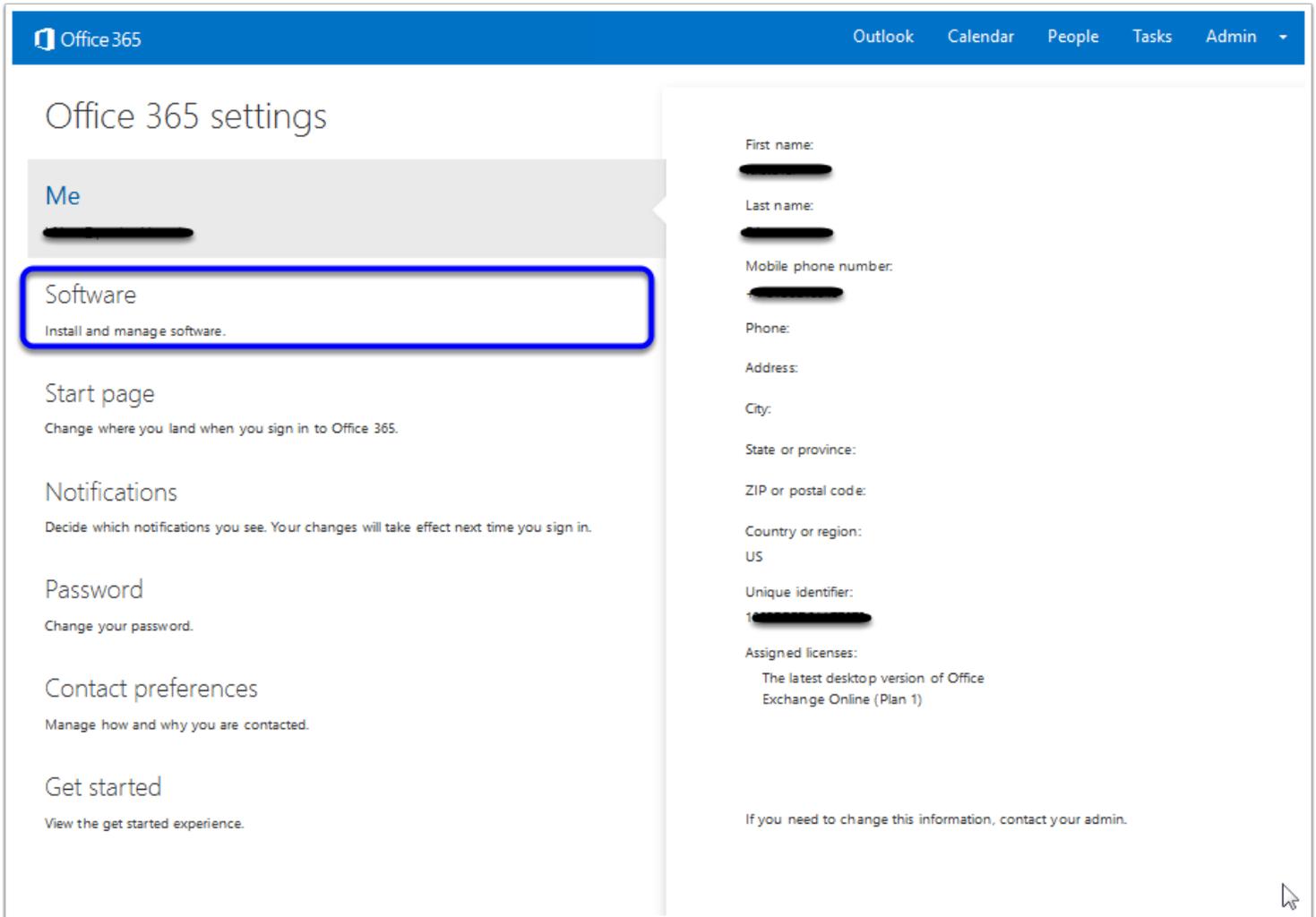
Step 2: Go to Office 365 Settings

Click the **Gear Cog** next to your Picture and select **Office 365 Settings**



Step 3: Software

Click **Software**

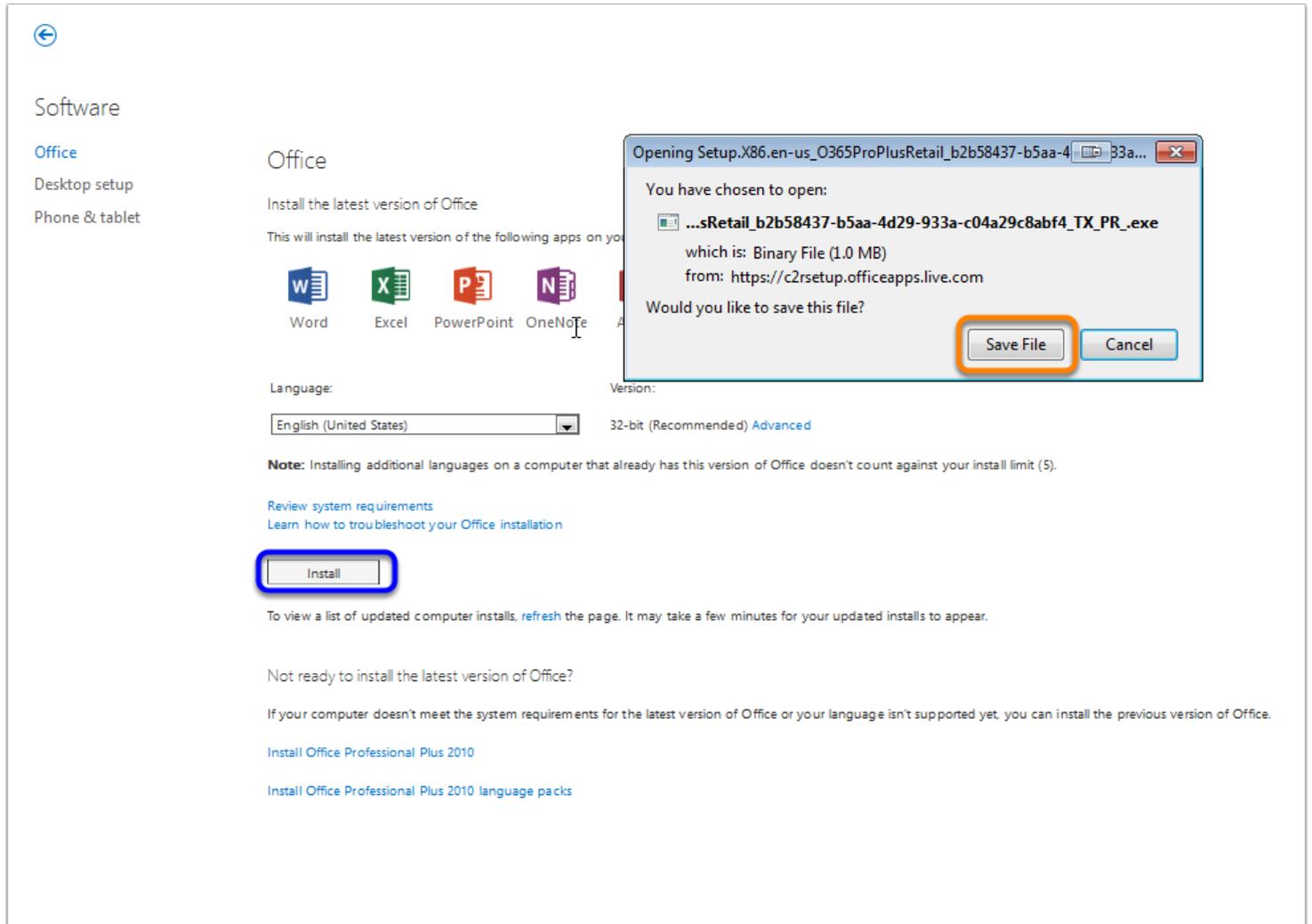


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Step 4: Download Install File

Press **Install** and then **Save** the file

Up to this point, the process is the same for Mac and PC.



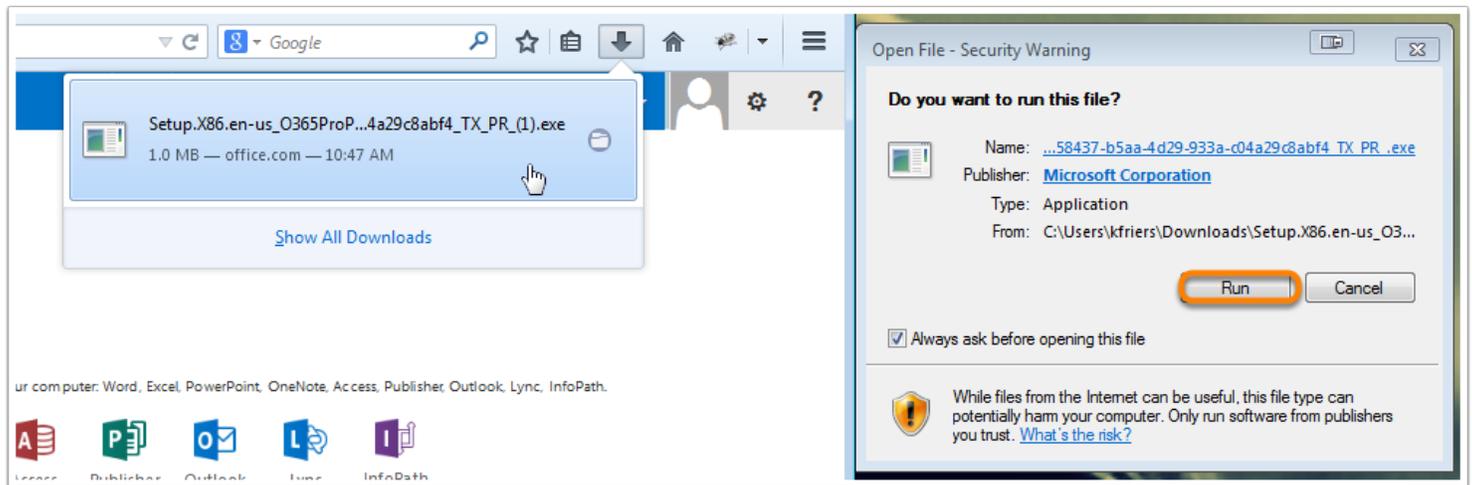
The screenshot shows the Microsoft Office download page. On the left, there is a navigation menu with 'Software' selected, and sub-options for 'Office', 'Desktop setup', and 'Phone & tablet'. The main content area is titled 'Office' and includes the text 'Install the latest version of Office' and 'This will install the latest version of the following apps on your computer: Word, Excel, PowerPoint, OneNote'. Below this are icons for Word, Excel, PowerPoint, and OneNote. There are also dropdown menus for 'Language' (set to 'English (United States)') and 'Version' (set to '32-bit (Recommended) Advanced'). A blue 'Install' button is highlighted with a blue box. Overlaid on the right side of the page is a dialog box titled 'Opening Setup.X86.en-us_O365ProPlusRetail_b2b58437-b5aa-4d29-933a-c04a29c8abf4_TX_PR_exe'. The dialog box contains the text: 'You have chosen to open: ...sRetail_b2b58437-b5aa-4d29-933a-c04a29c8abf4_TX_PR_exe which is: Binary File (1.0 MB) from: https://c2rsetup.officeapps.live.com Would you like to save this file?'. The 'Save File' button in the dialog box is highlighted with an orange box.

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Step 5: Run the Installer

Click on the .exe file and run it. Follow the instructions on your screen to install.

The setup process will be similar on a Mac



Step 6: Finish

Congratulations!

Office should be installed on your computer now for your use. Please note that this is a 1-year license and will need to be renewed next year.

If you experience any issues, please feel free to stop by the IT Office in JWAL 112