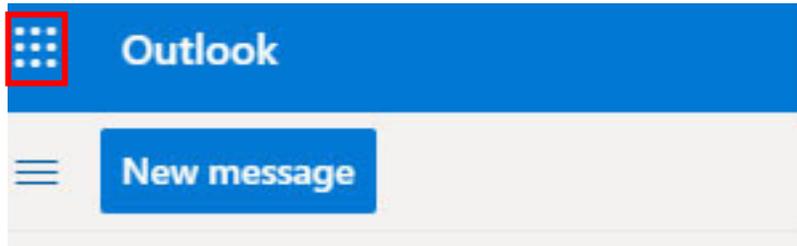


How to Download and Install Office 365

1. Log in to webmail, which you can get to by navigating to <http://mail.lakeforest.edu>. Once logged in, click on the “waffle menu” (the nine squares) in the top left corner.

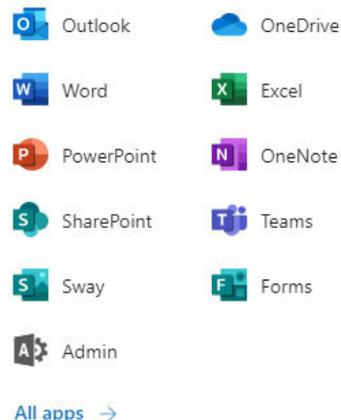
Note: Anytime you are logging into webmail or your Office 365 account, you must log in with your email address, including the “mx” (e.g., tjackson@mx.lakeforest.edu).



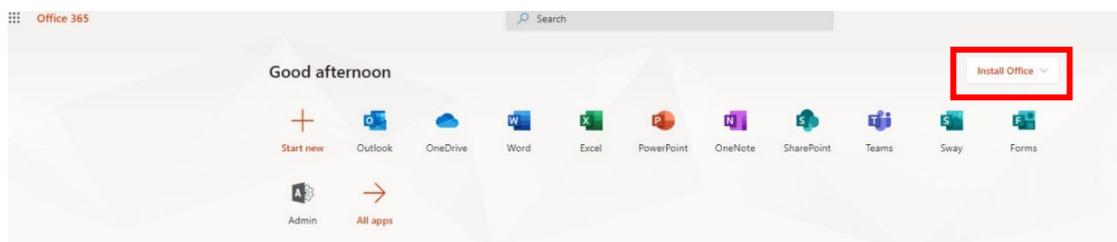
2. A pop-up menu will appear in the top left side of the browser window. Click the **Office 365** → link in the top right side of that menu.



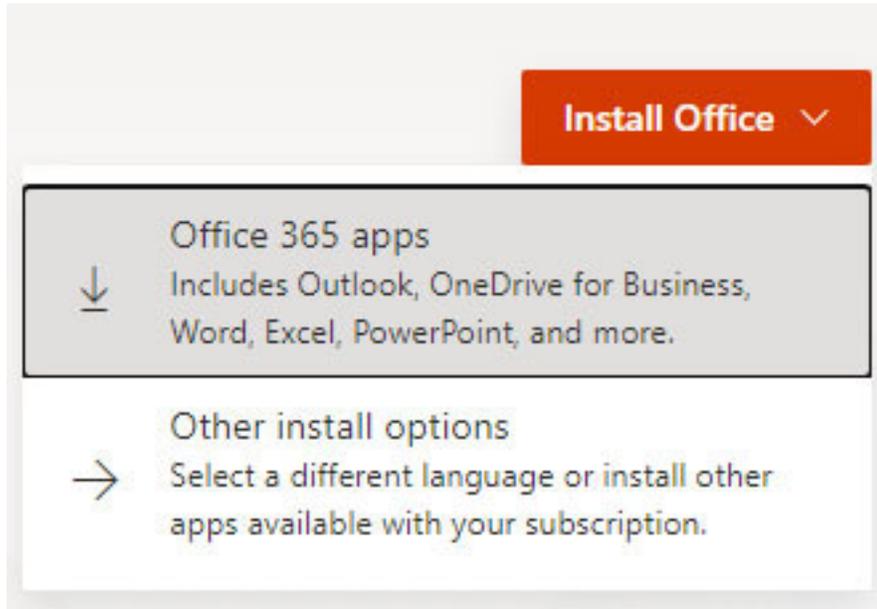
Apps



3. A new web page will appear. Click on the **Install Office** drop-down button in the top right corner of that window.

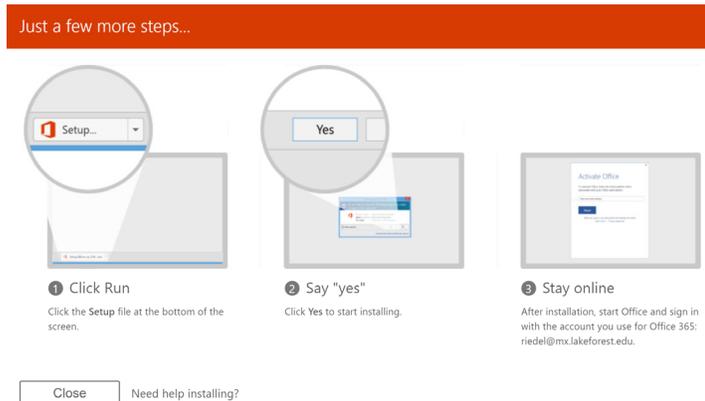


4. Select **Office 365 apps** from the submenu that appears. The installer will download to your computer.



5. A guide showing you the installation steps will appear. It shows that a setup file will appear in the lower left part of your browser, that you will need to open the file and to click **Yes** to begin the installation, and that you will then need to login to your account to activate the software.

Note: Anytime you are logging into webmail or your Office 365 account, you must log in with your email address, including the "mx" (e.g., tjackson@mx.lakeforest.edu).



Office 365 Search

Good morning

Start new

All apps

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Schappe, Scott
59m ago

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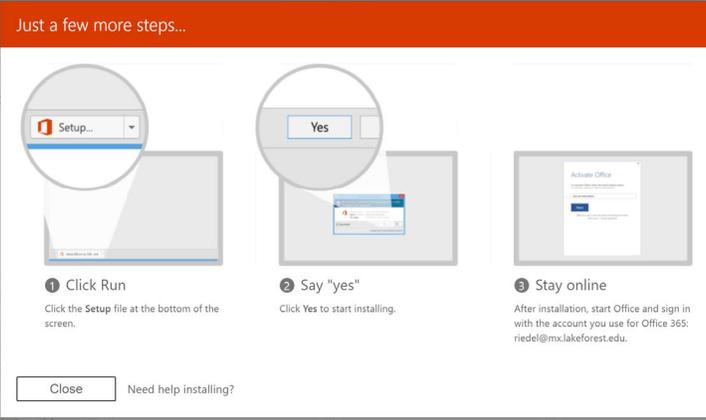
Data for vapps.
Open file location

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Op>

Install Office

Forms

Just a few more steps...



- 1 Click Run**
Click the Setup file at the bottom of the screen.
- 2 Say "yes"**
Click Yes to start installing.
- 3 Stay online**
After installation, start Office and sign in with the account you use for Office 365: riedel@mxlakeforest.edu.

Close Need help installing?

OfficeSetup (1).exe
[Open file](#) ...