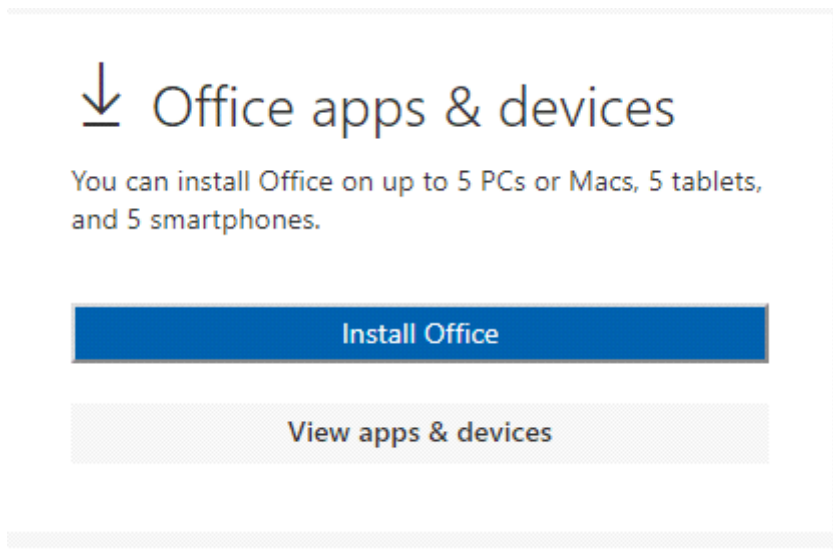


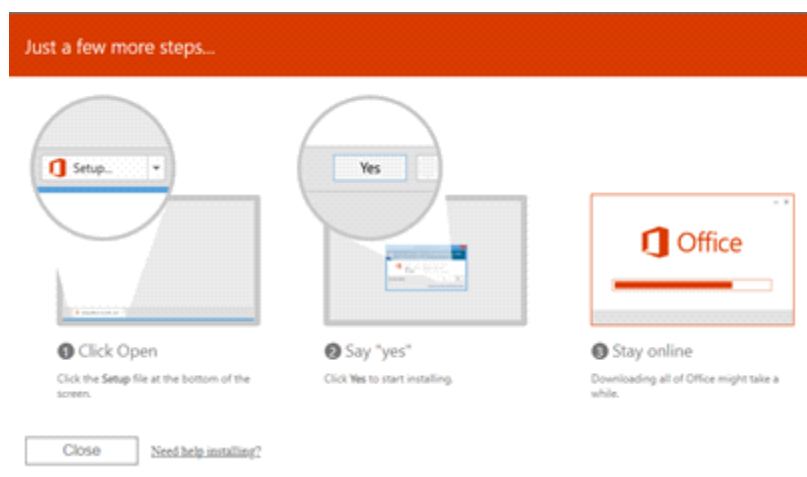
Instructions on installing word at home

Office 365 ProPlus is a subscription that comes with premium apps like Word, Excel, PowerPoint, Outlook, Teams, Publisher, and Access (Publisher and Access are only available on PC). The apps can be installed on multiple devices, including PCs, Macs, iPads, iPhones, Android tablets, and Android phones. Office 365 also comes with services like 1 TB of OneDrive storage and Microsoft chat and phone support. Below are instructions for installation:

1. Log in to **My Wesley**
2. Select **Email**
3. Click on your initials in the top right corner
4. Select **My Account** from the drop-down menu
5. Select **Install Office**



A progress window will appear:



6. Click on the downloaded .exe file to begin the installation.

If you see the User Account Control prompt that says, **Do you want to allow this app to make changes to your device?** select **Yes**.

7. Your install is finished 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**.

The first time you access one of the applications, you may be prompted to activate the license. Enter your email address and password to activate.

Troubleshooting: If you already have any Office 365 products on your computer you must sign out of it. Instructions on how to sign out can be [found here](#). You will then need to sign back on to it using your Wesley credentials.