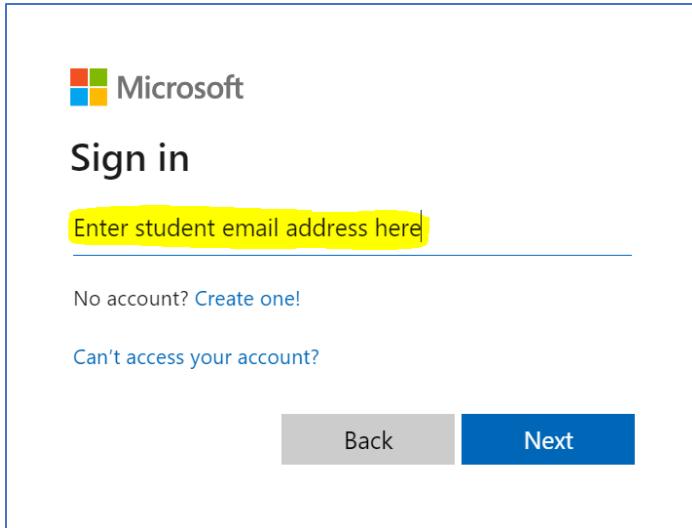




## Install MS Office apps on personal devices

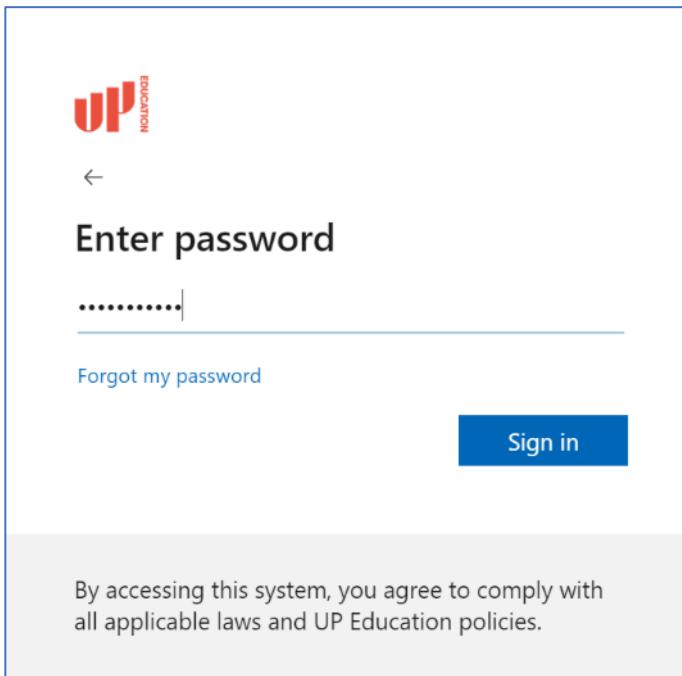
As an enrolled student, you have access to Office 365, which includes a suite of powerful applications to support your studies and facilitate interaction with teaching staff. These apps, such as Word, Excel, PowerPoint, and Outlook, are essential tools for completing assignments, collaborating on group projects, and communicating efficiently with instructors. The following document provides detailed instructions on how to install these applications on your personal devices, ensuring you can take full advantage of these resources throughout your academic journey.

**Step 1:** Open a web browser on your device and visit <https://portal.office.com/>. Enter your student email address and click **Next**.



The image shows the Microsoft Sign in page. At the top is the Microsoft logo. Below it is the text "Sign in". A yellow box highlights the input field where "Enter student email address here" is written. Below the input field are links for "No account? [Create one!](#)" and "Can't access your account?". At the bottom are two buttons: "Back" (gray) and "Next" (blue).

**Step 2:** Enter your password to Sign in. If you don't know your password, then you can reset it by following these instructions: [Student Set or Reset Password.pdf](#)



The image shows the "Enter password" page. It features the UP Holiday logo and a back arrow. The text "Enter password" is displayed above a password input field containing ".....". Below the input field is a "Forgot my password" link. A "Sign in" button is positioned below the input field. At the bottom, a gray box contains the text: "By accessing this system, you agree to comply with all applicable laws and UP Education policies."

**Step 3:** Click on **Install and More**, then click **Install Microsoft 365 apps** and follow the prompts top install. This process will take about 15 – 20 mins depending on your internet connection.

