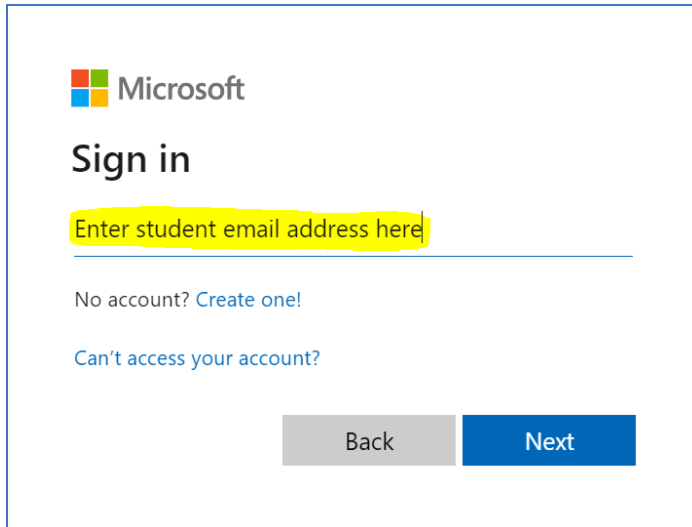


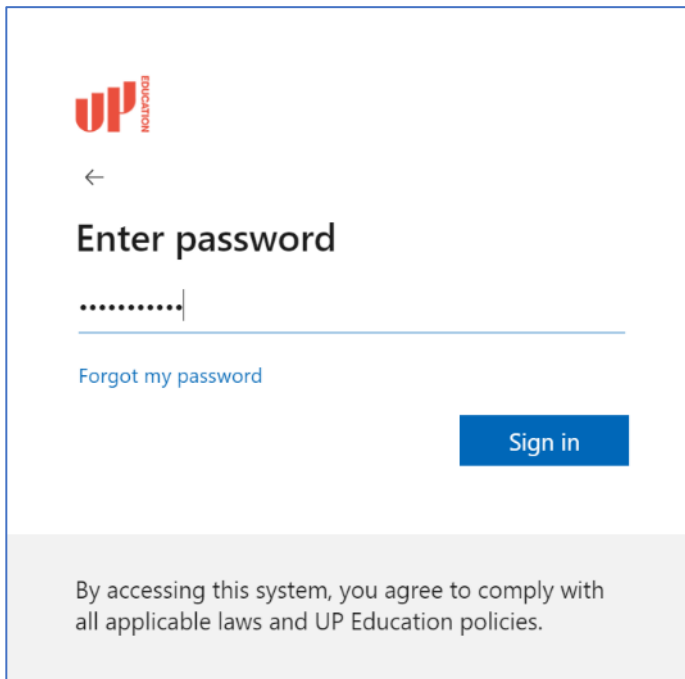
As an enrolled student, you have access to Office 365, which includes a suite of powerful applications to support your studies and facilitate interaction with teaching staff. These apps, such as Word, Excel, PowerPoint, and Outlook, are essential tools for completing assignments, collaborating on group 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 left is the Microsoft logo. Below it is the text "Sign in". There is a text input field with the placeholder text "Enter student email address here" highlighted in yellow. Below the input field are two links: "No account? Create one!" and "Can't access your account?". At the bottom are two buttons: a grey "Back" button and a blue "Next" button.

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 UP Education password entry screen. At the top left is the UP Education logo. Below it is a back arrow. The text "Enter password" is displayed. There is a password input field with dots for the password. Below the input field is a link: "Forgot my password". At the bottom right is a blue "Sign in" button. At the bottom of the screen, there is a grey footer area with 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 to install. This process will take about 15 – 20 mins depending on your internet connection.

