

Acer Tablet Tips:

HOW TO: Install Microsoft Office 365

You can install the Microsoft Office 365 suite on 5 different devices using your login credentials.

In this document: Download Office 365

Concordia Lutheran College

Download Office 365

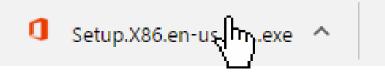
Step 1: Visit <u>https://login.microsoftonline.com/</u> and login using your Concordia Email credentials.

u	username@concorida.qld.edu.au	
•	•••••	
1	Keep me signed in	
	Sign in	
Ca	an't access your account?	

Step 2: Click "Install Office Apps" on the top-right of the screen.

Apps					Install Office apps
02 Mail	ConeDrive	Word	X Excel	Page PowerPoint	Office 2016 Includes Outlook, OneDrive for Business, Word, Excel, PowerPoint, OneNote, and more
Teams	Class Notebool	c 💽 Sway	F Forms	Ag Admin	Other install options Install a different language, the 64-bit versior or other apps available with your subscription

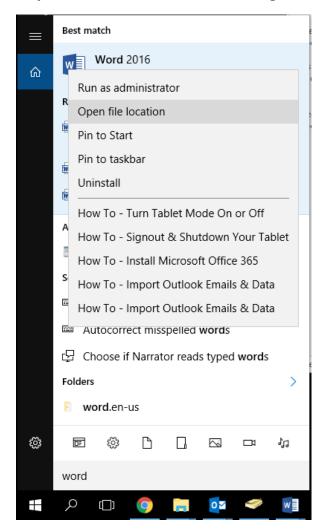
Step 3: When it is finished downloading, click the install on the bottom left of the screen on your web browser.



Step 4: Click "YES" on the first pop-up box then follow the installation instructions.

Optional – Create desktop shortcuts

Step 5. Search for "Word", then right click the program and select "Open file location"



Step 6. Select the programs you wish to create desktop shortcuts for, then right click and select "Send to" > "Desktop"

3.2 KB	Rename Properties		 Samsung USB (E:)
Word 2016	Create shortcut 👽 Delete	Documents Fax recipient Mail recipient	
Visio 2016			
server Manager	Сору	Desktop (create shortcut)	
	Cut		Compressed (zipped) folder
Print Dialog	Send to	>	8 Bluetooth device
PowerPoint 2016	Pin to taskbar		3 KB
Photo Gallery	Troubleshoot compatibility	3 KB 2 KB	
Dutlook 2016	· ·		
👔 OneNote 2016	Open		3 KB
neDrive for Business	27/09/2016 3:08 PM	Shortcut	3 KB
Movie Maker	16/11/2016 10:09	Shortcut	2 KB
MiracastView	16/07/2016 9:42 PM	Shortcut	3 KB
🗊 Google Chrome	15/12/2016 8:58 AM	Shortcut	3 KB
Excel 2016	27/09/2016 3:08 PM	Shortcut	3 KB
角 Audacity	27/09/2016 10:58	Shortcut	2 KB
👫 Adobe Photoshop CC 2015.5	28/09/2016 3:38 AM	Shortcut	2 KB
🐅 Adobe Muse CC 2015.2	28/09/2016 3:37 AM	Shortcut	2 KB
Adobe InDesign CC 2015	28/09/2016 3:27 AM	Shortcut	2 KB
Adobe Illustrator CC 2015.3	28/09/2016 3:36 AM	Shortcut	3 KB
Adobe Fireworks CS6	28/09/2016 3:32 AM	Shortcut	2 KB
Adobe Extension Manager CS6	28/09/2016 3:31 AM	Shortcut	2 KB
Adobe Dreamweaver CC 2015	28/09/2016 3:34 AM	Shortcut	2 KB
Adobe Bridge CC 2015	28/09/2016 3:36 AM	Shortcut	2 KB
Adobe Acrobat Distiller DC	28/09/2016 3:22 AM	Shortcut	3 KB
Adobe Acrobat DC	28/09/2016 3:22 AM	Shortcut	3 KB
Access 2016	27/09/2016 3:08 PM	Shortcut	3 KB

Note: You can online install MS Office 365 on 5 devices linked to your credentials. To install on more devices, you must deactivate a previously installed device.