



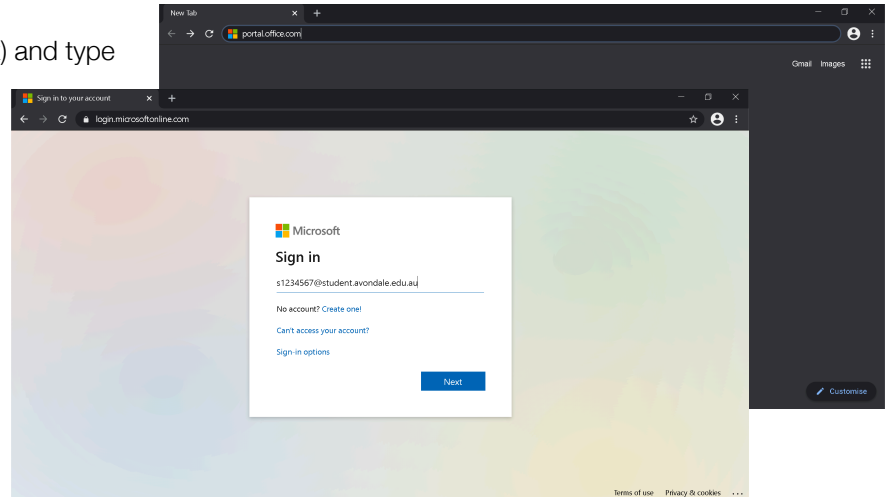
HOW-TO

DOWNLOAD OFFICE 365 APPS

FOR Windows 10

STEP 1

Open a browser (eg. Edge, Chrome, Firefox) and type 'portal.office.com'



STEP 2

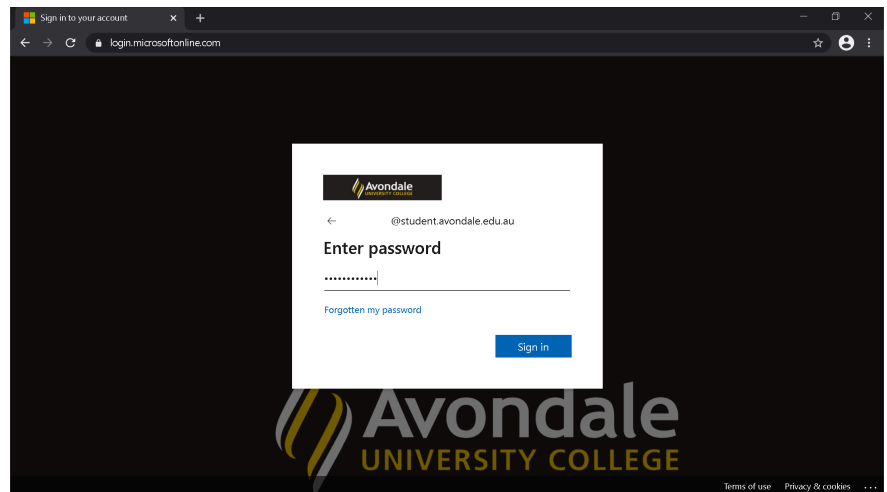
This will redirect you to a Microsoft Sign In page.

Now enter your Avondale email address, then select 'Next'

STEP 3

Now you should see a page with an Avondale banner.

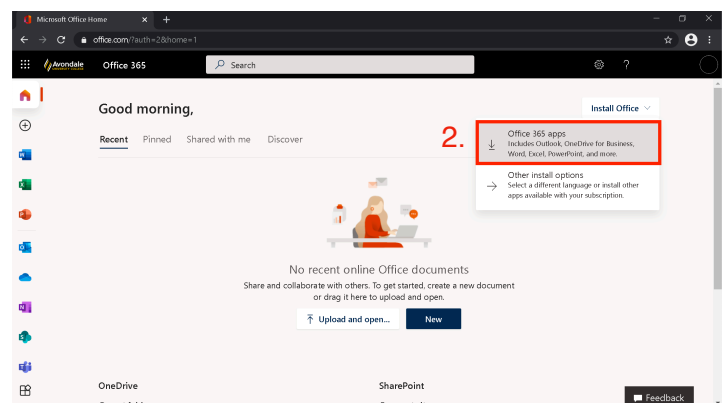
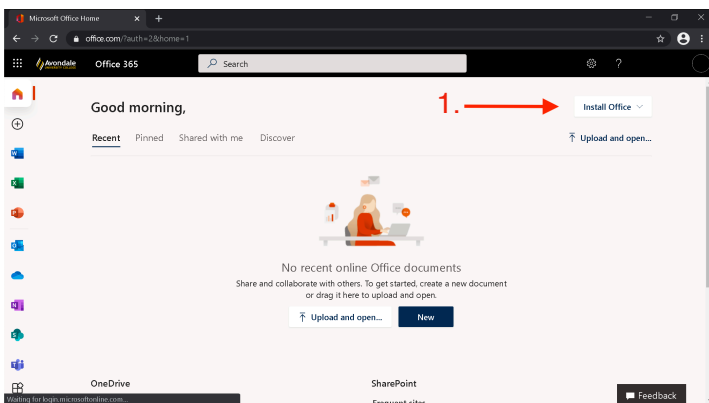
Please enter your Avondale password, then select 'Sign In'



STEP 4

Once successfully signed into Office 365: First, click the 'Install Office' dropdown Secondly, select 'Office 365 apps'

This will now download an Office Installer Package



STEP 5 Once downloaded, open the package file and follow the appropriate steps for your machine.

Firstly, open the downloaded file



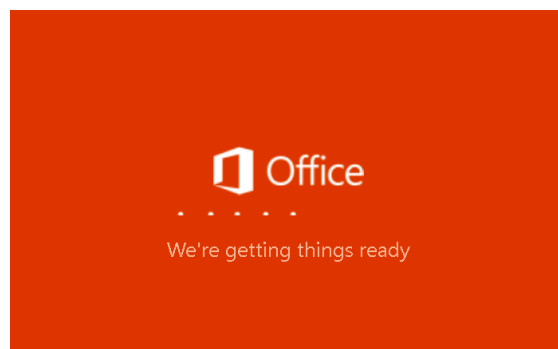
OfficeSetup.exe

The installer will display an Office logo on an orange background as it prepares the installer; this may take a minute.

The following programs are included in this installer:

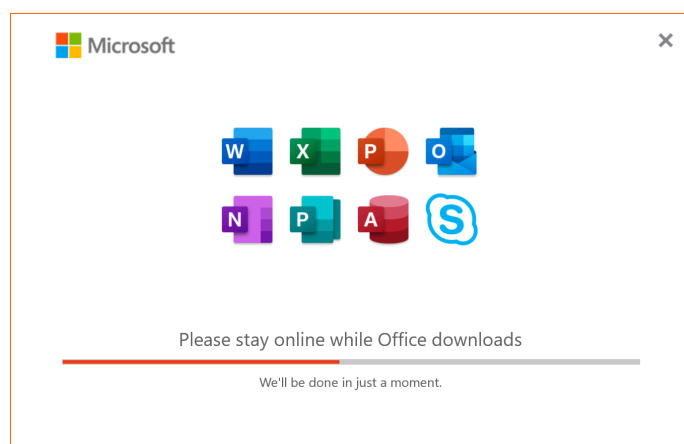
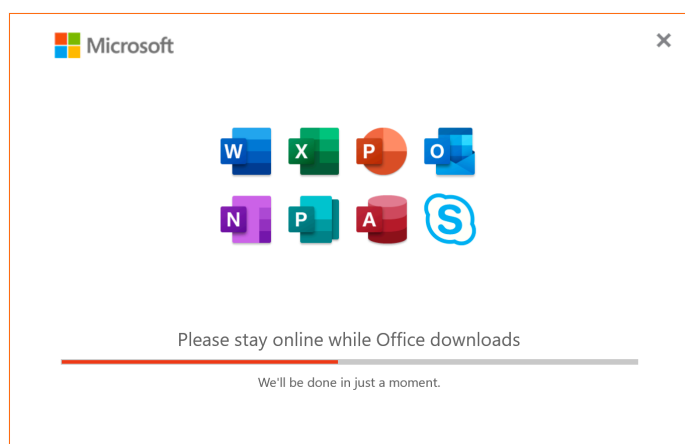
- Microsoft Access
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft OneNote
- Microsoft Outlook
- Microsoft OneDrive
- Microsoft Publisher
- Microsoft Teams
- Skype for Business

Note: This install requires admin rights



Wait for the installation to complete
(The installation may take several minutes)

Once the installation is complete, a successful completion window will be displayed.



You have now successfully downloaded Office 365 apps for your device!