

How to Download Microsoft Office 365

Set up account for your Windows and Mac Laptop (Not available for Chromebooks)

Before You Start

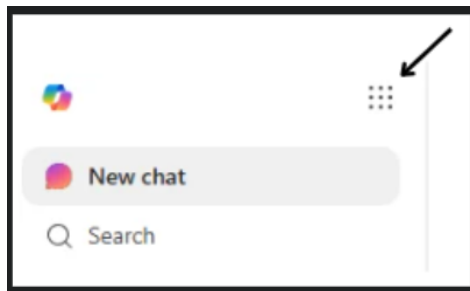
- You must use a **Windows computer or Mac computer**.
 - Your device must be updated to the latest system version.
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Step 1: Access the Microsoft Office Portal

1. Log into **Los Rios Gmail and Apps**.
 2. Select **"Microsoft Office Portal."**
 3. If you see a message asking, *"Do you trust losrios.edu?"* click **Continue**.
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Step 2: Download Microsoft Office

1. On the top left side of the page, click the **"Apps Launcher"** icon.



2. Select **More Apps**.
3. In the top right corner, click **Install Apps**.
4. Choose **Microsoft 365 Apps**.
5. On the next page, click **Install Office**.

The download should begin automatically.

Step 3: Install the Program

1. Once the file finishes downloading, open it.
2. Follow the on-screen instructions to complete the installation.

For Mac User

1. After downloading the installation program, open **Finder** by clicking the blue face icon in your Dock.
2. Find the downloaded installation file and **open it to begin the installation**.
3. Once the installation starts, continue to **Step 4** of the Microsoft Office Download Guide.

Step 4: Sign In and Switch to Your Student Account

1. Open a Microsoft Office program, such as **Word**.
2. You will likely see a message asking you to purchase Microsoft 365. This is normal.
3. Click **Change account**.
4. Sign out of the current account.
5. Sign back in using your Microsoft Office student email:
 - o **W-ID number + @losrios.edu**
(Example: W1234567@losrios.edu)
6. When asked, “*Sign in to all apps, websites, and services on this device?*” select **No, this app only**.
7. Click **Accept** to agree to the license terms.

Final Check

After installation, open Word (or another Office app) and confirm that you are signed in with your **W-ID student account**.