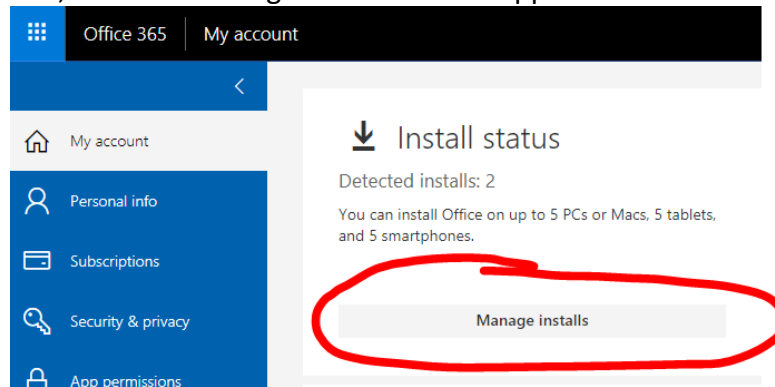## Installing Microsoft Office

1. Log in to your Johnson University email account online. You can use the email link on the left hand side of the my.johnsonu.edu portal or http://stumail.johnsonu.edu to sign in.
2. Click on your picture in the upper right hand corner of the screen and select "My account"
3. Once there, click on "Manage installs" in the upper left.

   a.

4. Here you will see all previous installs of the Office suite on your devices. You can install and deactivate licenses as needed. To install the desktop applications, click on the link for "Install desktop applications" shown below.
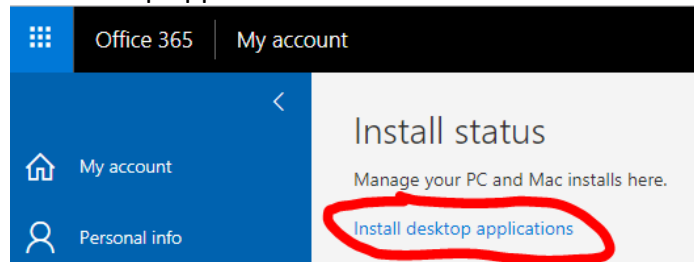
   a.

5. On the next page, click Install. Follow the on-screen instructions to set up your Office programs.