## 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 corner of the screen and select "View account"
3. Once there, click on the "Office apps" tab on the left.
4. At the next page, you will see all apps available to you and the devices they are installed on.
5. To install the Office suite, click the "Install Office" button.
6. Follow the on-screen instructions to download and install your Office apps.