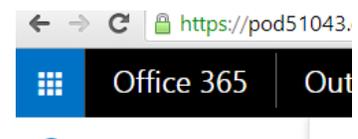


Microsoft Office 2013

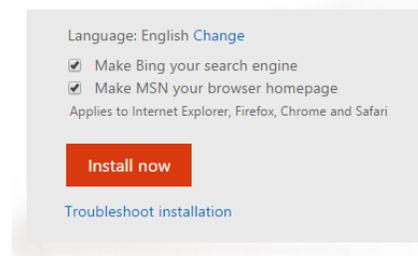
Student Home Installation Handout

1. Open a new web browser and go to <http://www.outlook.com/wpcc.edu>
2. Use the following information to log into Microsoft Outlook Online
 - **Username-** wpccusername@wpcc.edu (the first part of this should be the same username you use to log into Moodle, Blackboard, and/or Pioneer Pass) you will just have to add the @wpcc.edu to the end of your username.
 - Lastname, first initial, middle initial (no spaces, all lower case) **Example:** Mary Jane Doe, doemj
 - Students with no middle initial should just use their lastname first initial. **Example:** Mary Doe, doem
 - Hyphenated named use the full name in the hyphenated pair. (Leave off the hyphen) Example: Mary Jane Doe-Smith, doemsmithmj
 - Duplicate ID's will include two digits at the end of their username, i.e. doemj12
 - **Password-** First initial + last initial + 7 digit student ID# (If the ID is not seven digits, add one or two leading zeroes as needed to total seven i.e. 0012345 or 012345
 - Example: Jane Doe's (0123456) would be jd0123456
3. You may get an initial setup screen when you log in for the first time. Use the link at the bottom of the screen to click through that page.

4. Locate Office 365 on the Microsoft Outlook toolbar in the top left corner of the screen. Click Office 365.

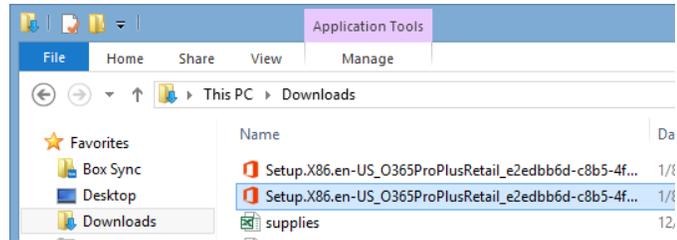


5. Uncheck the two boxes for Make Bing your search engine, and Make MSN your browser homepage and **click Install Now.**

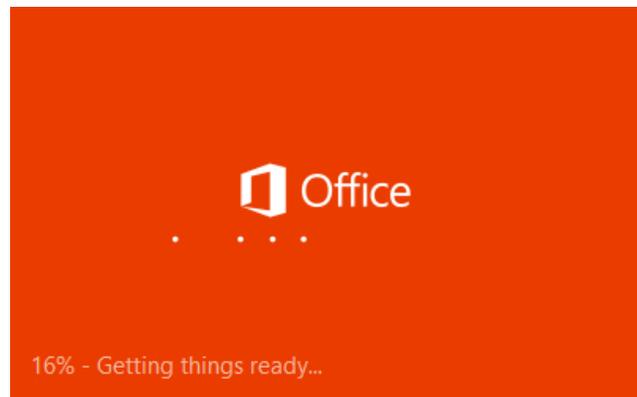


6. A file download should automatically start. Depending on what Internet Browser you are using and the setting on your personal computer, you may have to click to accept the download or may be asked where you would like to save the downloaded file.

7. Locate the downloaded file.
Again it depends on your Internet Browser and personal settings, but generally you should be able to locate the file in the “downloads” folder by going to Start, My Computer, and Downloads.



8. Double click on the downloaded file and you should see the installation box pop up in the center of your screen. Depending on your home network, the installation process could take a little while to complete. You should also see a status box in the lower right corner of your screen that will show the progress of the installation.

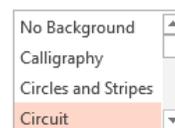


9. Click Next to move through the Welcome to your new Office screens. You can choose to watch the introduction video or click Next to continue.

10. Choose a personalized design for Office using the drop down menu provided.

Hello Chris D. Smith!

How would you like your Office to look?



11. You can choose either Take a Look to learn more about Microsoft Office 2013, or you click No, thanks to continue.

12. Once the installation is complete, you should see a **You're good to go** message appear on your screen. Click the All done! Button in the lower right corner of the installation complete box and you are set up.

13. You should be able to find the new software on your computer by going to the Start Menu and All Programs.