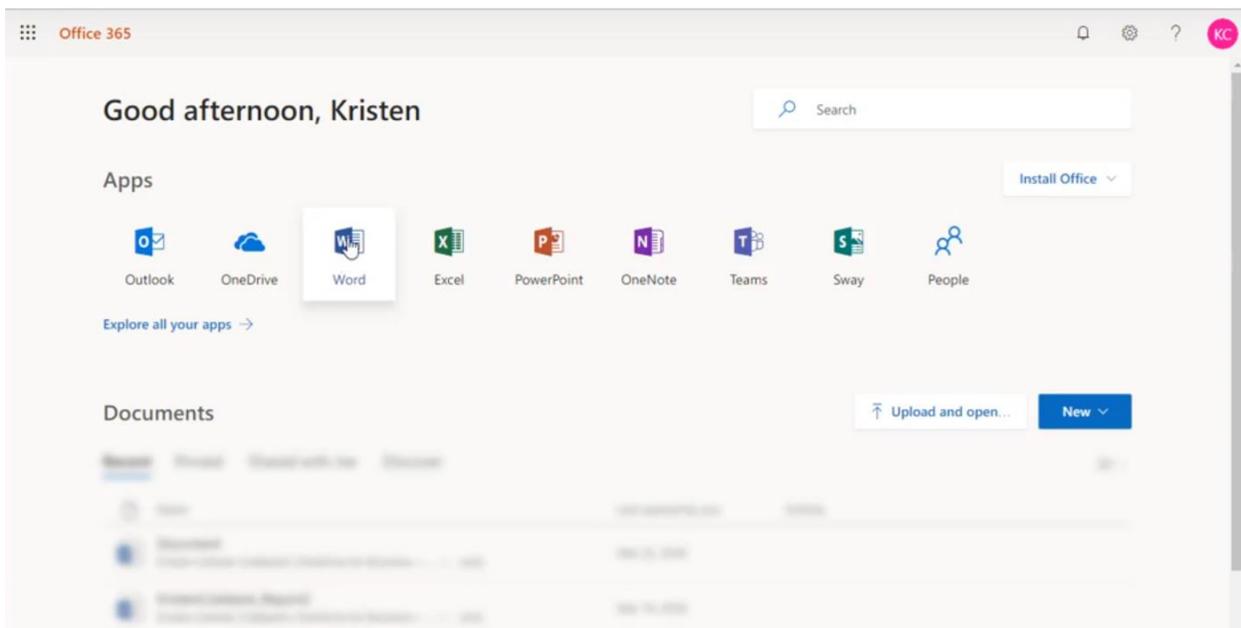




Downloading Microsoft Office 365 to your laptop or home computer

1. On a computer where you want to install Office applications, go to Eastern's website (www.easternwv.edu) and log into your Eastern Student Email account (watch the video link here if you need more help: <https://youtu.be/bQJH8suphc8>)
2. Once you log in, you will see this screen, with your name on the greeting message:

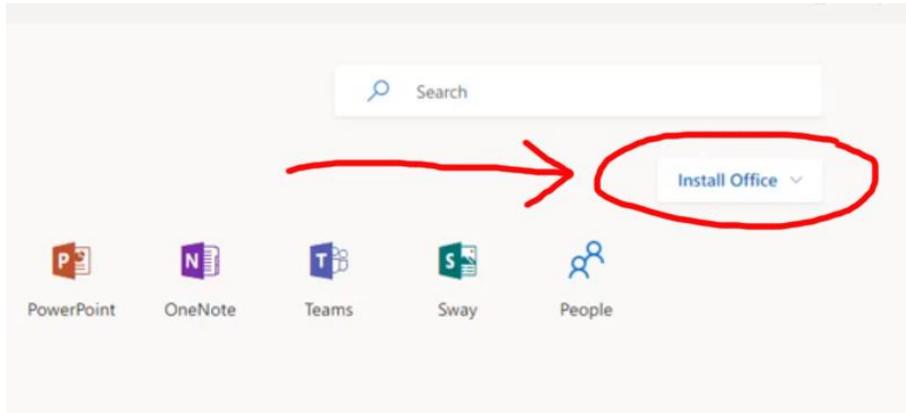


The application icons on this screen allow you to access email (Outlook) and use browser-based versions of Office applications. These browser-based applications are handy if you need to make a quick fix to a document you have previously saved in your OneDrive Cloud Storage.

However, you also should install Office 365 on your personal computer or laptop to take full advantage of the features in programs like Word, Excel, PowerPoint, Access, etc.

To install Office 365 on your personal computer:

3. After you have logged in and see the Greeting page, find the “Install Office” button near the upper right of this page (under the Search bar).



4. Click the “Install Office” button.
5. Follow the on-screen instructions.