

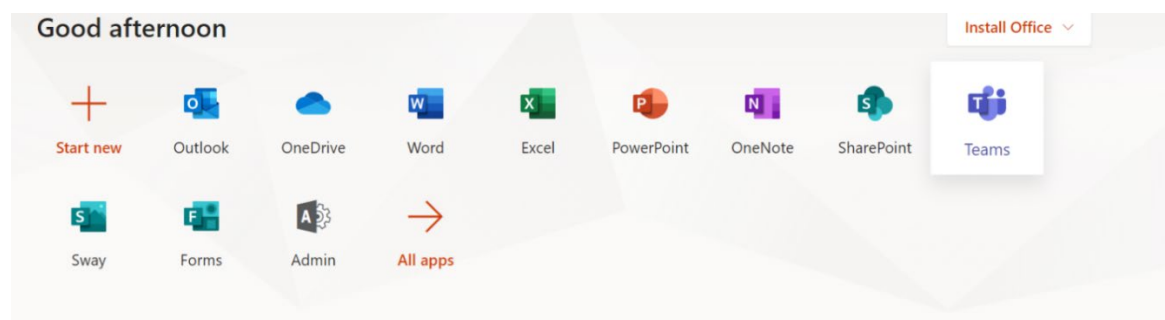
# INSTALL MICROSOFT OFFICE SUITE

JSerra provides Microsoft Office Suite to all students. It can be installed on up to five devices, including Windows and Mac computers. It is required for most courses.

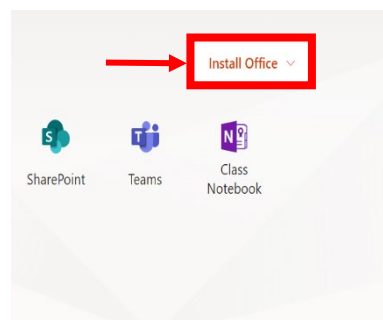
## INSTALLING OFFICE SUITE

1. In a browser, go to [portal.office.com](https://portal.office.com).
2. In the login fields enter your username and password.
  - Your username follows this format: ***firstname.lastname@jserra.org***.
  - Your password is the same as your JSerra email password.
    - If you are a new student and have not yet reset your password with IT, your temporary password will have been sent to you.
    - If you are unsure of your password and need to reset it, please visit the IT Department in Busch Hall, email [support@jserra.org](mailto:support@jserra.org), or call (949) 493-9010.
  - If you are prompted for your second form of authentication, enter the code that is texted or approve the log in from the Authenticator application. If you have not yet set up two factor authentication, please reference [this article](#) to do so.

Once logged in, a welcome screen will appear and a pane with your various Office applications will be displayed.



On the right side of the pane, you will have the option to "Install Office."



3. Click Install Office and select the **Office 365 apps** option. This downloads the installer for Office 365.
4. Depending on your browser, you will select Run (Edge or Internet Explorer), Setup (in Chrome), or Save File (in Firefox).
  - Note: If you do not receive a prompt to Run, Setup, or Save File, look for the installer in your Downloads folder and click to launch it.
5. If you receive the User Account Control prompt that asks, "Do you want to allow this app to make changes to your device?", select "Yes."
6. Your install is complete when you see the phrase, "You're all set! Office is installed now." An animation will play to show you where to find Office applications on your computer. Select "Close."

## AUTHENTICATING OFFICE SUITE

1. Open your new Microsoft Word app by clicking the Start button (at the lower-left corner of your computer screen). Type the name "Word" and click the associated icon.
2. When the app opens, you will be prompted to enter an email address and password.
3. Enter your JSerra email address (***firstname.lastname@jserra.org***) and email password.
4. If you are prompted for your second form of authentication, enter the code that is texted or approve the log in from the Authenticator application.
5. You will also receive a prompt that asks you to Accept the License Agreement. Click the button to accept.
  - a. If a window comes up asking if you want your organization to manage your device, uncheck the box.
6. You have just authenticated Office 365 on your computer and can now use all applications.