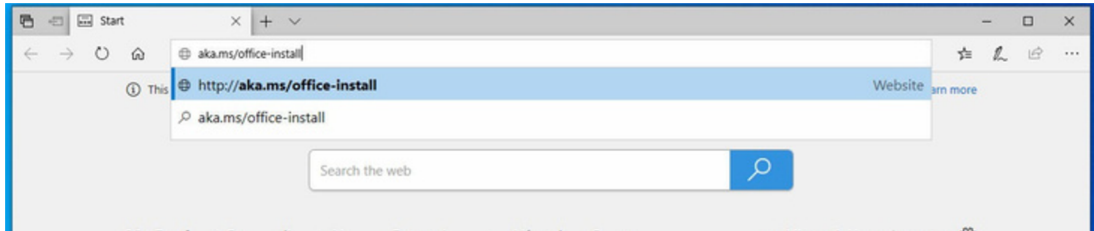


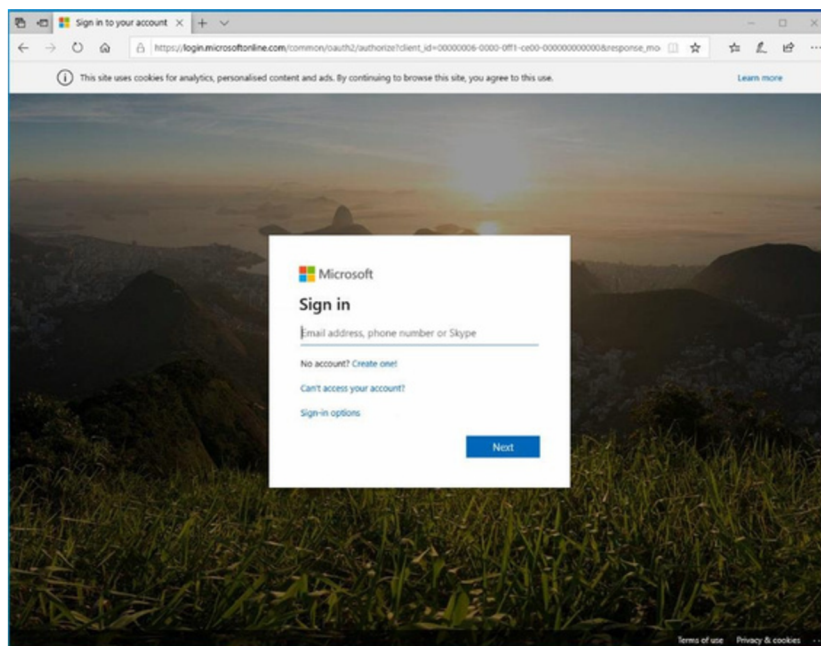
How To Download and Install Microsoft Office

1. In any web browser (Microsoft Edge, Internet Explorer or Google Chrome) go to the following web address

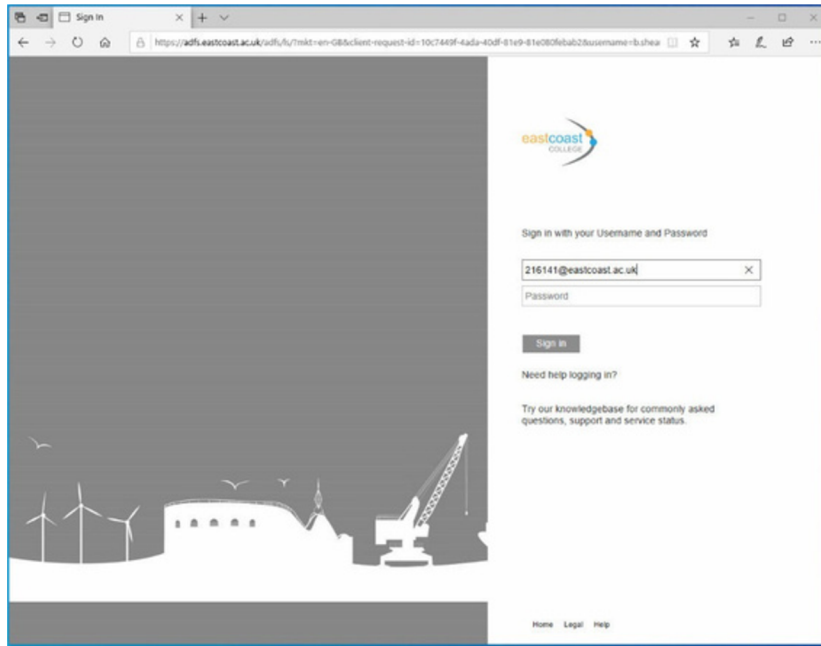
aka.ms/office-install



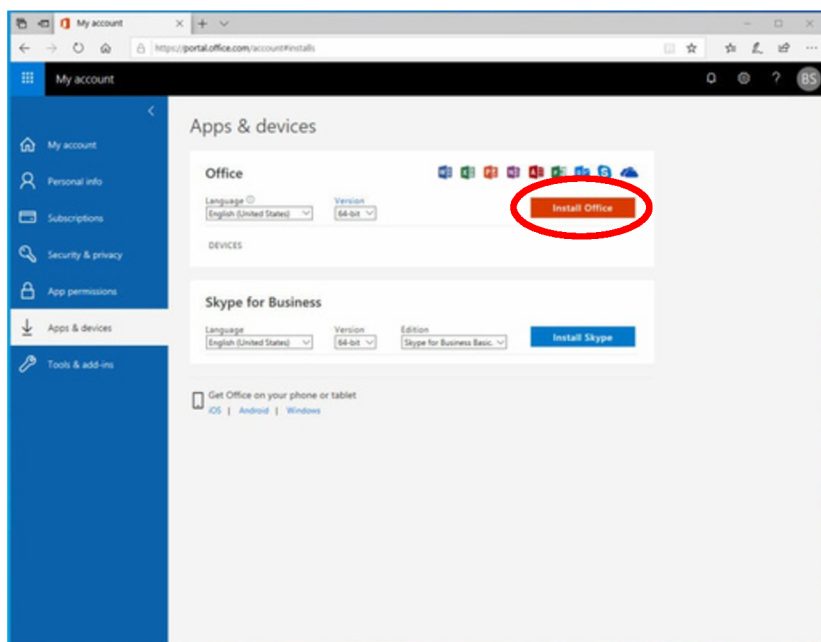
2. You will then be asked to sign in with your college email address. The layout for this is username@eastcoast.ac.uk. If you are a student your username is your student number, this can be found on the front of your student card.



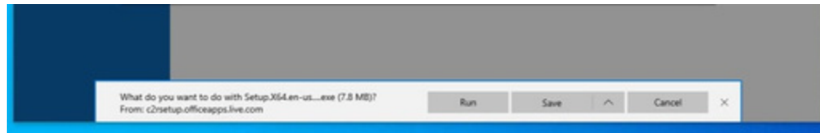
3. You will then be redirected to an East Coast College branded page to enter your college password. If you haven't changed your password yet it will be you D.O.B in the 8 digit format. For example if you are born 1st April 1995 then your password will be 01041995. Then press Sign In



4. Once you are signed in you will be taken to your Apps & Devices page. You can then click Install office.



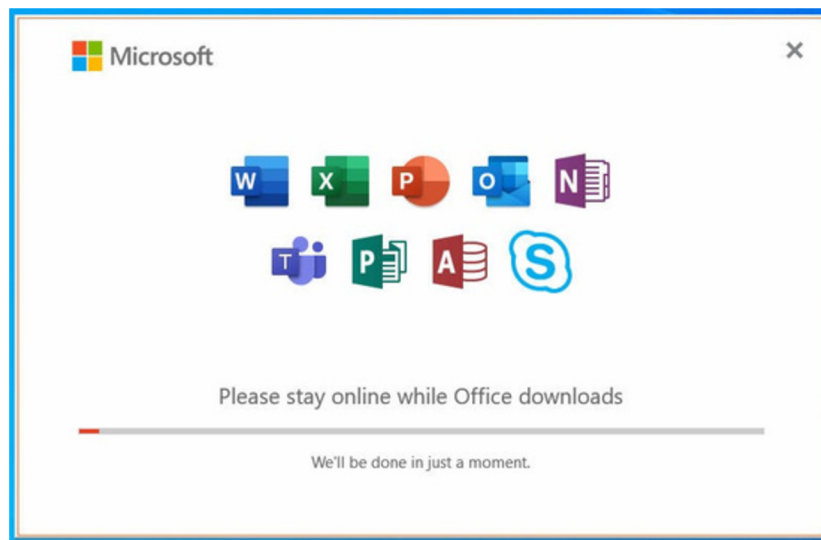
5. At the bottom of the screen press Run. If you are using Google Chrome after the download has finished click on the file at the bottom left of the screen in the downloads bar that appears.



6. You may be prompted to give permission for the software to be installed. If you receive this prompt press Yes.



7. Office will now go ahead and install. This may take up to 30 minutes depending on your network connection.



8. Once Office is installed press Close and the installation will be complete. You will now find the Office Products in your Start Menu

