

1. Log into your campus organizational email at "email.tamuk.edu".

For students, please use your TAMUK student email. Example: <u>firstname.lastname@students.tamuk.edu</u>

For staff/faculty, please use your TAMUK email ID. Note: staff/faculty will use their UserID followed by "@tamuk.edu". Example: <u>kuabc123@tamuk.edu</u>

2. Once logged in click the button with your initials on it.



3. Then select "My account"



4. At this point you will see an area labeled Install status, click "Manage installs".



 Here you can click to install Office by clicking "Install desktop applications" or deactivate Office on any computer you no longer use by clicking "Deactivate". <u>Note: You have a total of 5 installs that you can activate or deactivate whenever you</u> <u>like.</u>



- 6. Once to this page you can select the Language and then click "Install" and a Setup file will download. Run this file and follow the installation steps.
- 7. Enjoy your Microsoft Office Applications.

This will install t Business, OneD	the followin rive for Busi	g apps on your c ness	omputer: Word	l, Excel, Powe	rPoint, OneNot	e, Access, Pub	lisher, Outlook, Skj
w	x	P	N	A	P	0	S
Word	Excel	PowerPoint	OneNote	Access	Publisher	Outlook	Skype for Business
OneDrive for Business							
.anguage:			Ve	Version:			
English (United States)				32-bit Advanced			
Don't see the la	inguage you	u want? Install on	e of the langua	ages in the lis	t above and the	en install a lan	guage accessory p