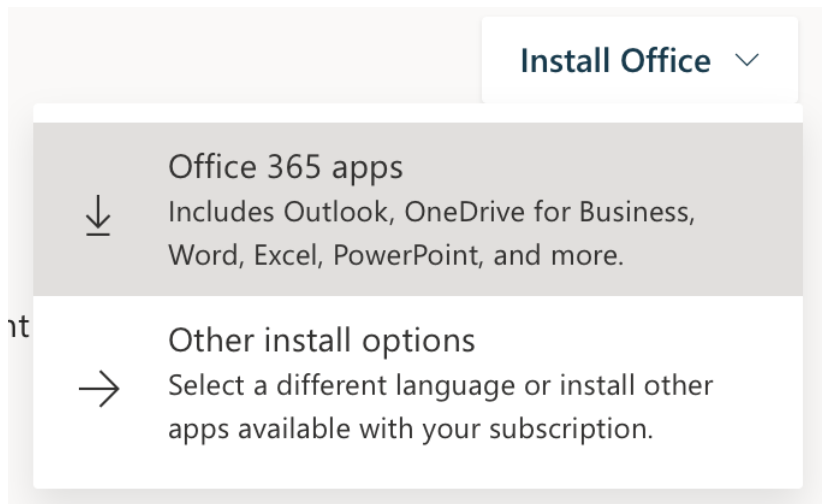


# How-to: Install Office 365 App Suite from Office.com

## From your Computer:

1. Navigate to the website Office.com from any browser.
2. Click on "Sign In". There is an option in the center or in the top right area of the site.
3. Log in with your Lynn credentials - full username and password. *\*authenticate with DUO or Authenticator if prompted\**
4. Click on "Install Office" in the top right corner (see photo below for reference).
5. Click on "Office 365 apps" and the download package will automatically begin downloading.
6. Once it completes the download, double click on the file and follow the prompts to install the program.
7. When your computer prompts for a password, you will enter in the username and password you use to log into your computer (not your Lynn credentials).



## From a Mobile Device:

1. Browse to the App Store or the Play Store
2. Select the Microsoft Office App you wish to use
3. Download and install it on your device
4. Log in to the app using your Lynn Credentials