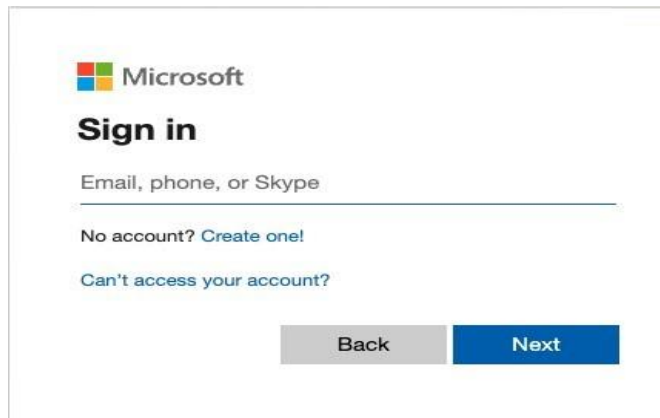


How To Install Office 365

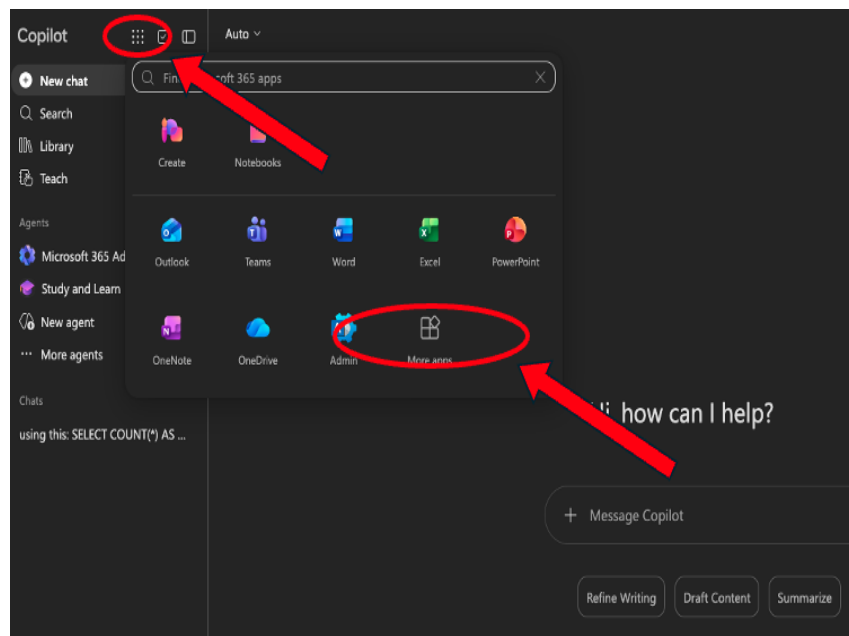
1) <https://www.portal.office.com>

2) Enter your NLU student email address.

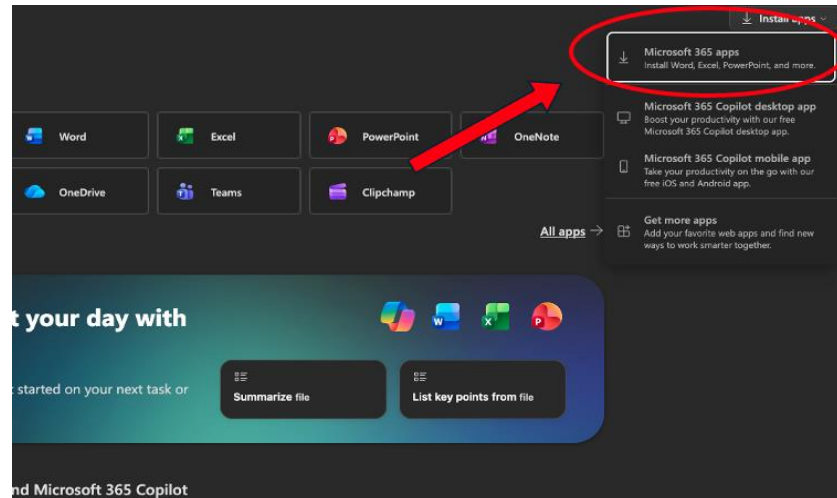


3) Enter your login for the portal page and follow the prompts.

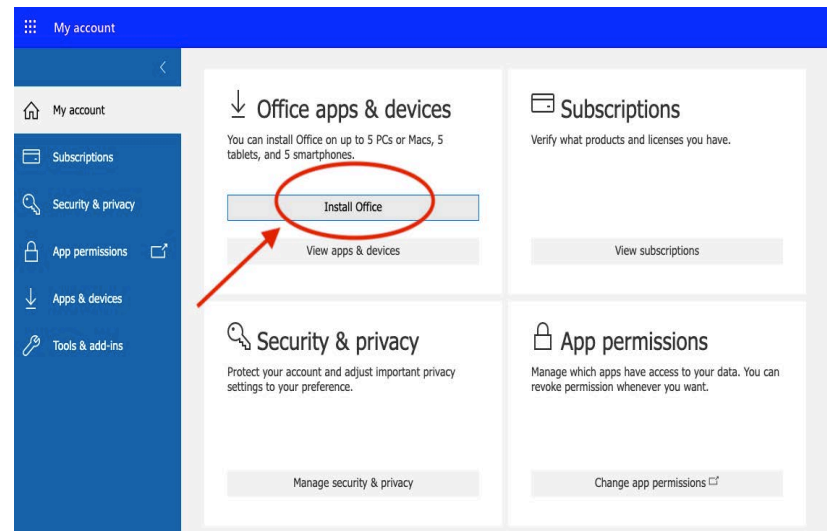
4) Once logged in, you will see the Copilot home page. Using the waffle menu in the top left-hand corner, navigate to more apps.



5) Click the Select Install Apps at the top right of your screen, labeled as Microsoft 365, making sure NOT to click the option labeled as Copilot.



6) After you will be brought to the office apps installer. Select "Install Office" and your computer will run the Office Installer.



7) Follow the prompts in the installer, and it will install The Office Suite on your device.

8) After some time, you will receive a message in the installer that you are all set, and you can begin using your Office apps.

