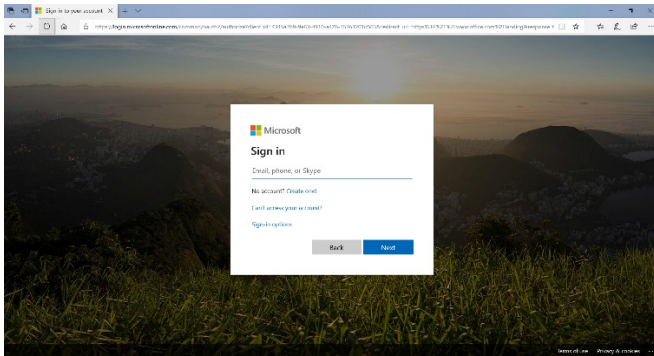


# MICROSOFT OFFICE APPLICATIONS

## How to download office applications ON PC

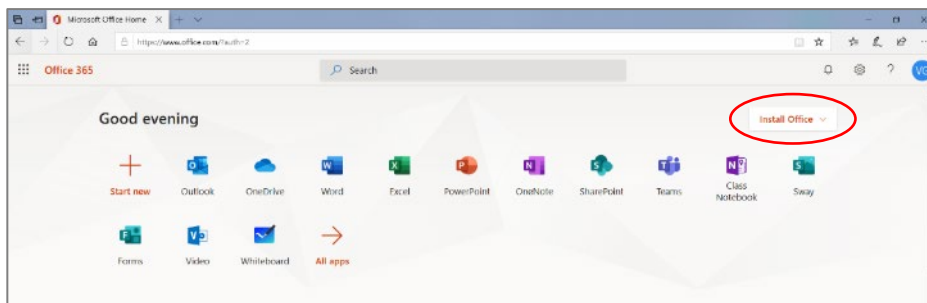
- Type the address office.com into your preferred browser (Chrome, Edge, Explorer, Safari).



- Sign in with your \*Microsoft login [loginname@kearsney.com](mailto:loginname@kearsney.com) for example [20ggovv@kearsney.com](mailto:20ggovv@kearsney.com)

**\*Important:** To login to any of the Microsoft Office applications you need to type in your Kearsney computer login (username) that you would normally use to login to computers on campus, but, since you are logging into Microsoft remotely, you must add “@kearsney.com” after the normal username – for example [20ggovv@kearsney.com](mailto:20ggovv@kearsney.com).

- Click next and enter the password that you usually use to access the computers at school.
- Once the page has loaded, click on **Install Office**.



- Ensure that you have downloaded **Outlook** and **Teams**.