

Downloading Microsoft Office (for free!)

Go to Microsoft Office Site

Step 1:

Open an internet browser, such as Chrome or Edge.

The icon for Chrome looks like:



The icon for Edge looks like:



This guide will use Chrome as an example.

Step 2:

In the browser window type www.office.com into the address bar at the top of the page.



Press the **Enter** on your keyboard.

A log in page will open.

Log in to Microsoft Office

Step 1:

On the log in page, type your college email address. This is your student number followed by @ayrshire.ac.uk, for example:

A0123456@ayrshire.ac.uk.

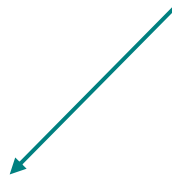
Click **Sign In** or **Next**

Step 2:

On the next page, type your password.

Enter password

.....|



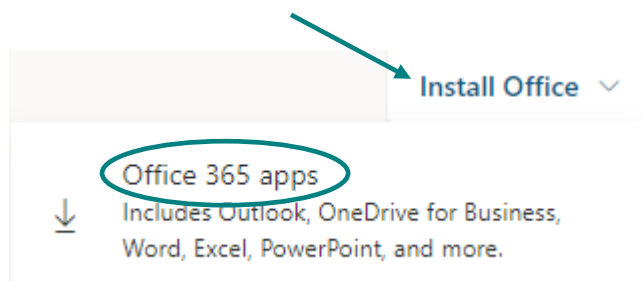
[Forgot my password](#)

Sign in

Click **Sign in**

Step 3 :

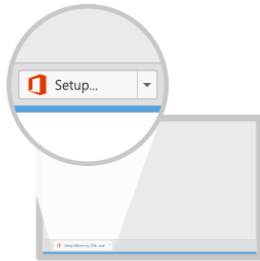
Click **Install Office** in the top right-hand side of the screen, then choose **Office 365 apps**.



Step 4:

A pop-up box will appear. Follow the instructions on the screen.

Just a few more steps...



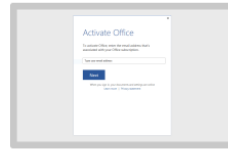
1 Click Run

Click the Setup file at the bottom of the screen.



2 Say "yes"

Click Yes to start installing.



3 Stay online

After installation, start Office and sign in with the account you use for Office 365: hilary.reid@ayrshire.ac.uk.

Close

Need help installing?

It may take some time to download. Once the download is finished you can start any of the Office apps from the Start menu as normal.

You can install a free version of Office on up to 5 different devices.