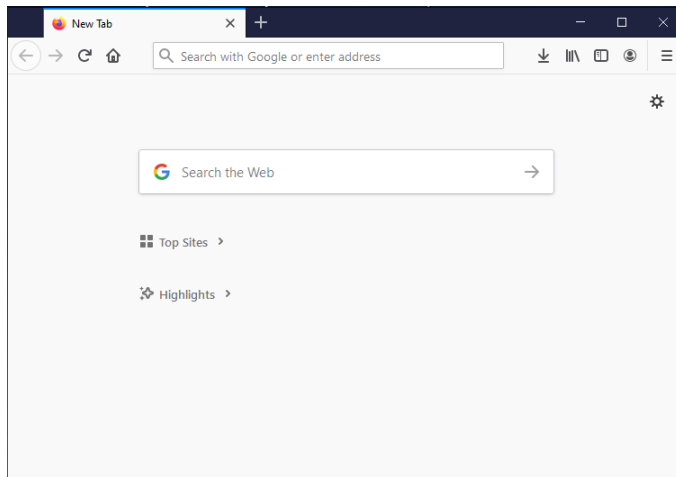


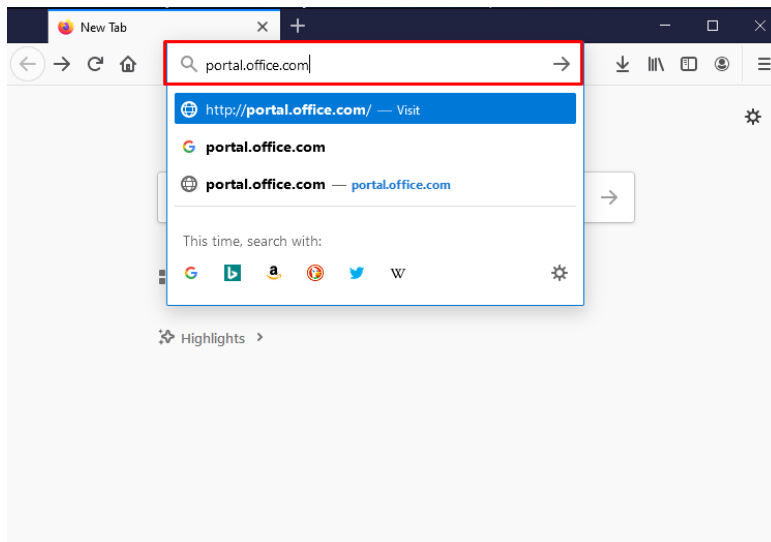
How to Install **Microsoft (MS) Office 365** directly from the Internet Browser (portal.office.com).

NB: In order for the installation to complete successfully, you need a stable internet connection.

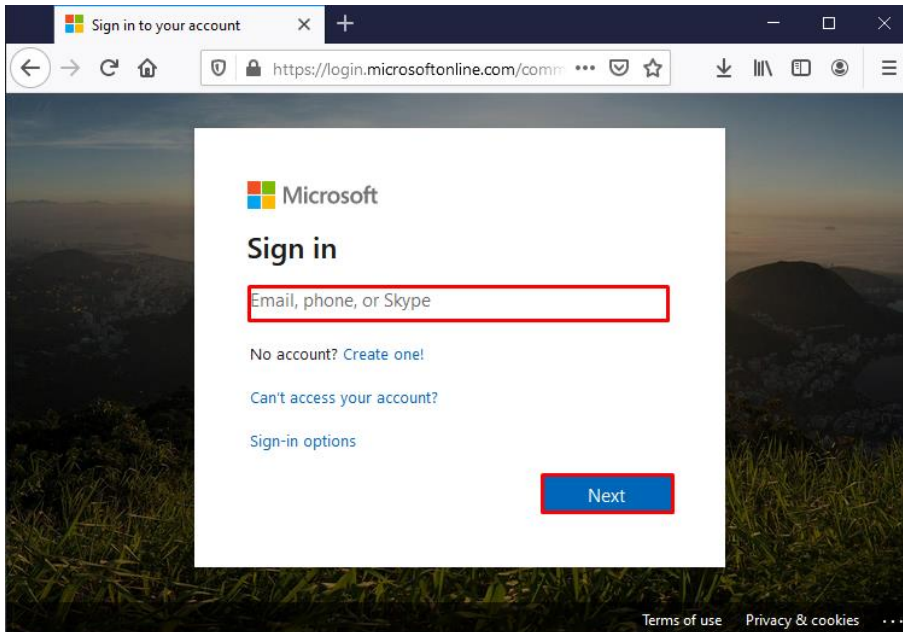
1. “Open” any browser, (Firefox, Chrome, or Internet Explorer is preferred)



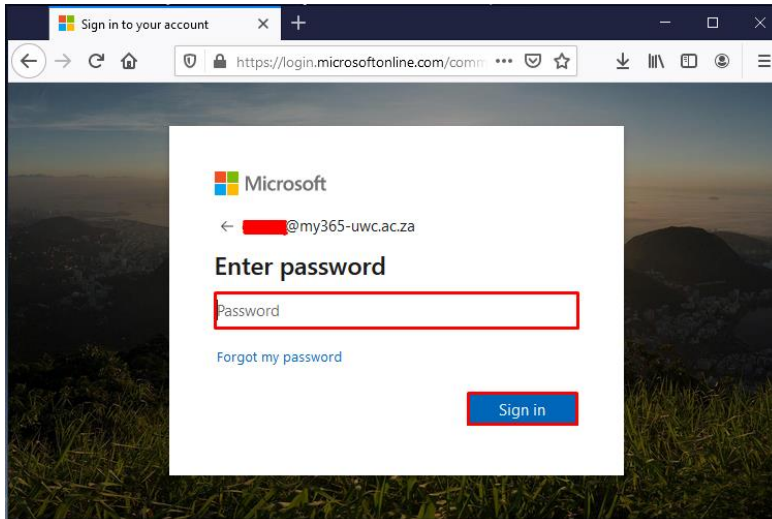
2. In the address bar, please type the following “portal.office.com” and press enter.



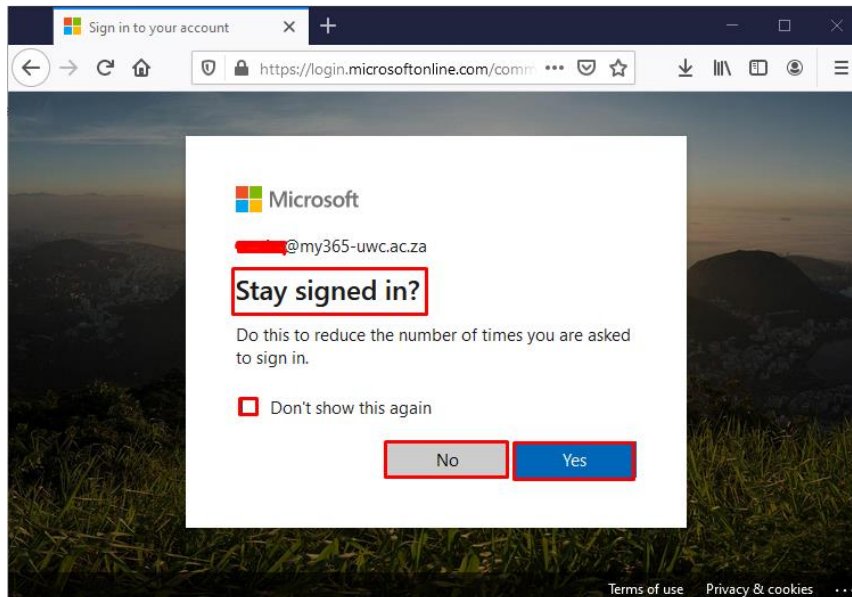
3. Log-in with either your staff or student account that you have received (e.g student: 123456@myuwc.ac.za or staff: abcdef@uwc.ac.za) and press next



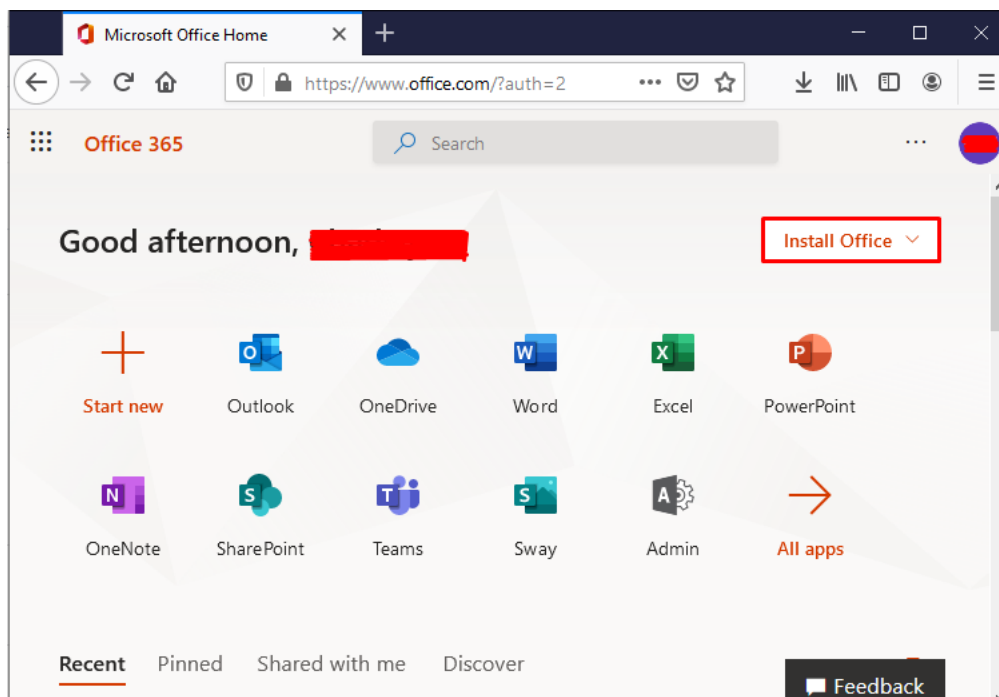
4. Insert the password that was given to you (the password you use for iKamva), it may ask you to change the password. If it does, please change the password and click sign-in.



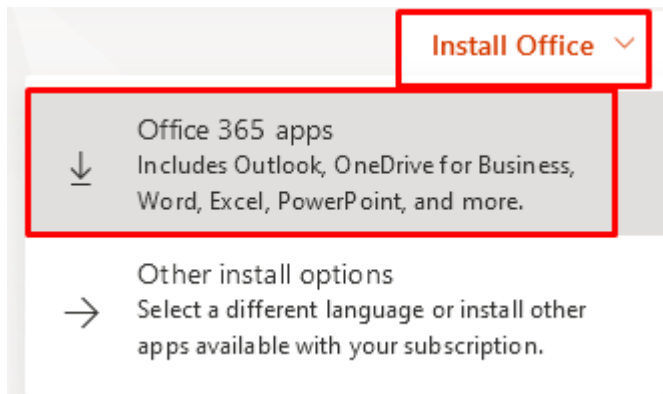
5. Tick the box and you may decide on your own if you would like to remain signed in or not for future log-in purposes.



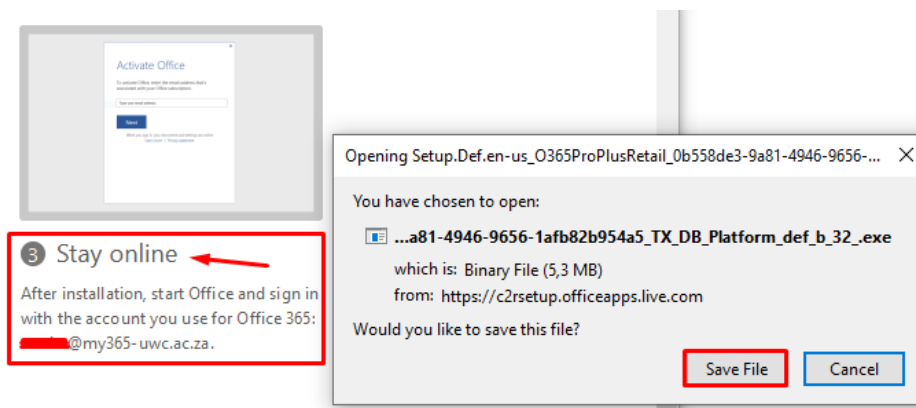
6. Click the "Install Office" option.



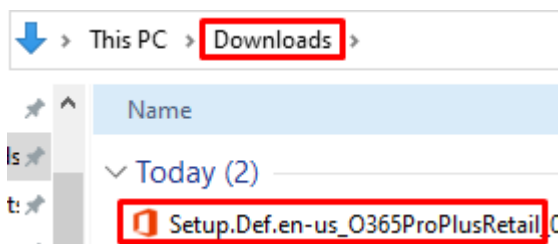
7. Select the option as shown in the image (Office 365 apps).



8. Click "save file"

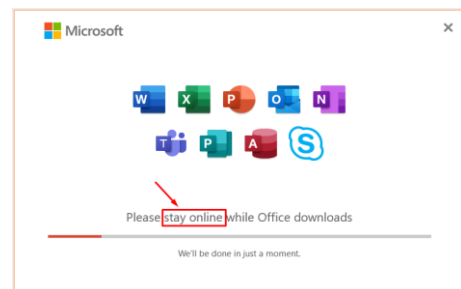
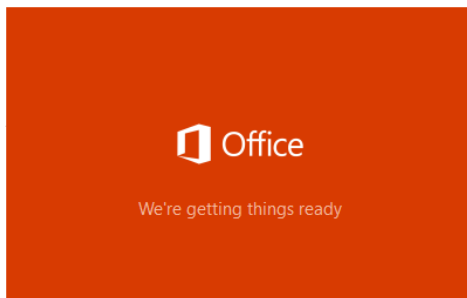


9. Continue and locate the Downloads folder on your Computer/Laptop and find the following "Setup" file.

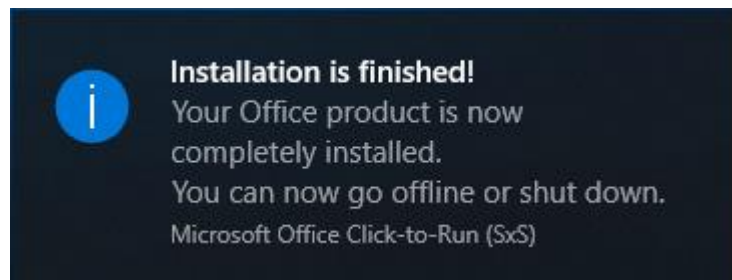


10. The installation will then begin.

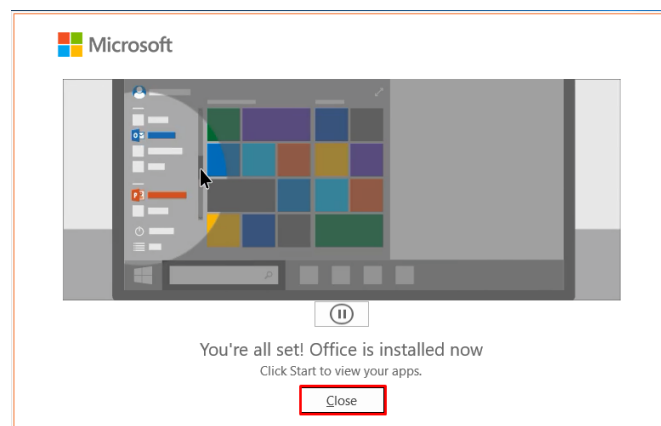
NB: Throughout the process please remain connect to the internet to allow installation to complete



11. It will notify you once the installation has been completed

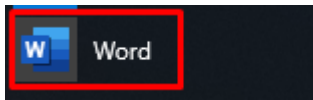


12. Installation has been completed, Click "Close"



13. Click the start, and locate/search for "Word" in the program files, and click to "open"





14. Please “sign-in” with the Microsoft Account you have received from UWC.



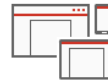
Sign in to set up Office



Use your regular email address



Get free cloud storage



Use your account to install Office on other devices

Sign in with your work, school, or personal Microsoft account

Sign in

Create account

15. Once logged in, your Microsoft Office will be active and ready to use. If you have any issues, please contact Service Desk via Email: servicedesk@uwc.ac.za for further assistance.