How to download and install Office to your computer

To install Microsoft Office desktop applications on your computer you will first need to sign in to <u>http://email.dio.org</u>

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Once you are signed in in the top left of the window click on the the 3x3 grid of dots



In the expanded menu click on Office 365->



This will take you to a new screen on the right side of the window click on Install Office then then the first option in the dropdown menu.

		Install Office \vee
⊻	Office 365 apps Includes Outlook, OneDrive for Busingh Word, Excel, PowerPoint, and more.	
\rightarrow	Other install options Select a different language or install other apps available with your subscription.	

This will download the OfficeSetup.exe file. Run this tile and it will install the full MS Office desktop Suite on to your computer.

