

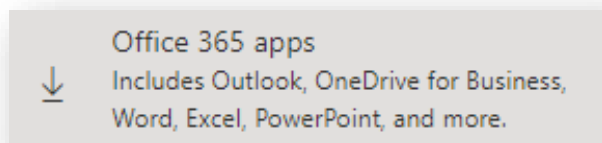
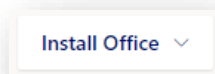
You can download and use a free copy of Microsoft Office 365 while you are an active student at Southwestern. You will need to log into your student email account to access the download.

Note - If you need assistance with your myLakerLink password, please contact First Stop, 541.888.7352 or [firststop@socc.edu](mailto:firststop@socc.edu).

- 1) Log in to myLakerLink and select 'Student and Staff Email' under Quick Links to the left of the screen.
- 2) Enter your student email login (ex. [StudentID@email.socc.edu](mailto:StudentID@email.socc.edu)) and your myLakerLink password, then click **Sign in**.

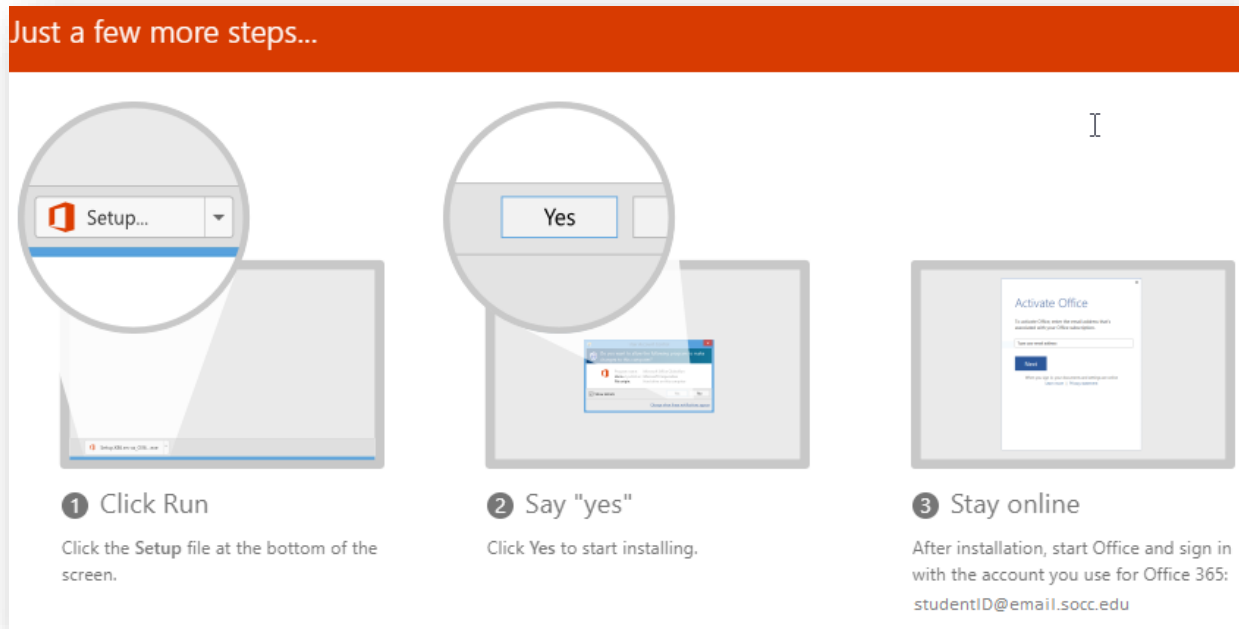


- 3) In the upper right corner of the screen, select the '**Install Office**' button and select '**Office 365 apps**':



- 4) In your browser, go to the install pop up that appears, usually in the bottom left corner, and click Run, Setup or Save, depending on the browser you are using (Note – if you get a security warning to 'keep' or 'discard', choose keep):

**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: studentID@email.socc.edu

- 5) Say 'yes' at the prompt to start downloading and stay online while the install takes place. You will be notified when the install is complete.