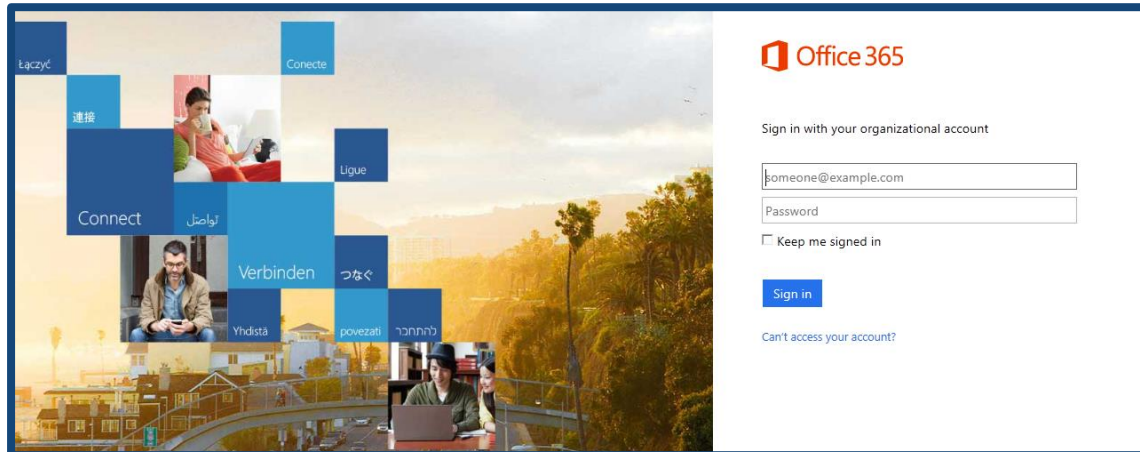
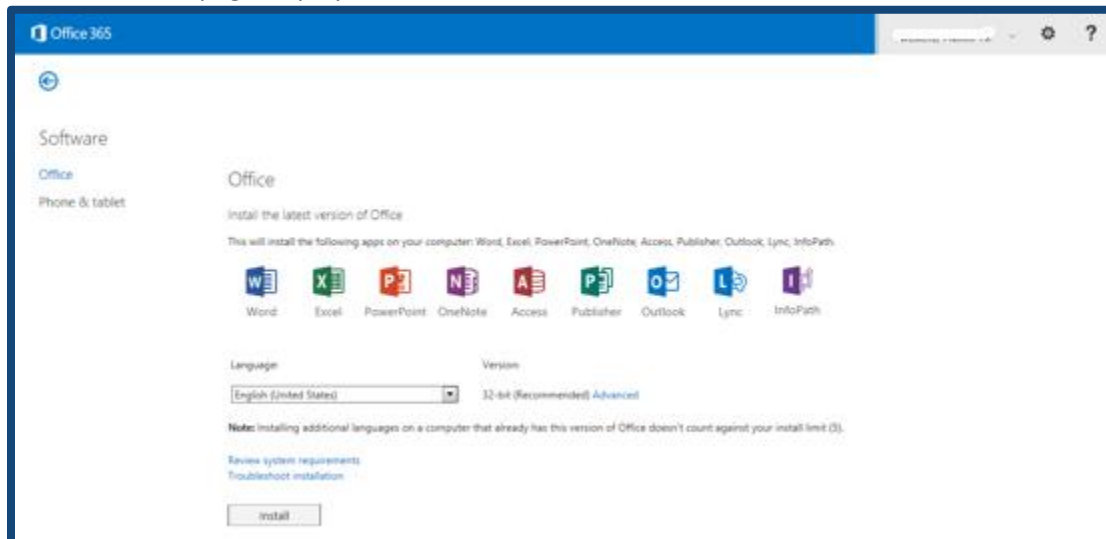


Installation Instructions for Office

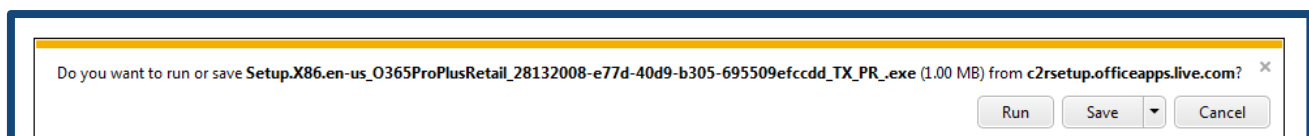
1. Go to <http://aka.ms/getoffice>



2. Enter your CougarTrack username with **@ccis.edu** and CougarTrack password. NOTE: Your username should be [yourusername@ccis.edu](#) NOT your CougarMail email (such as [yourusername@cougars.ccis.edu](#)).
3. The *Installation* page displays.

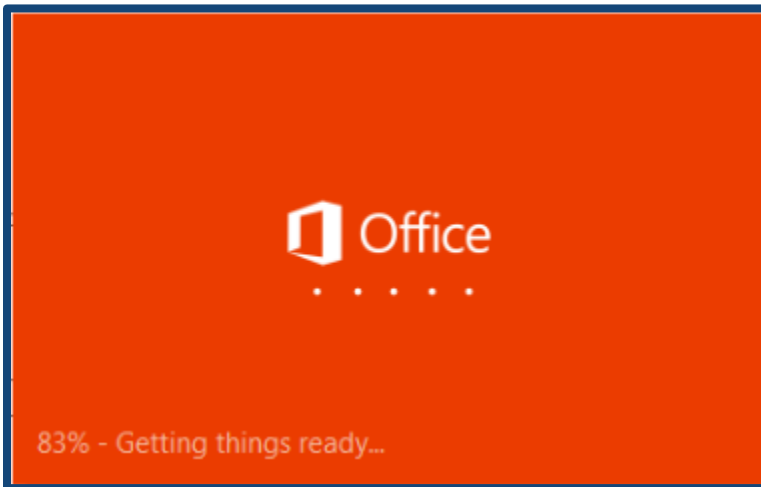


4. This page shows what apps may be installed onto your computer or tablet (per the left hand menu). Click **Install** to begin the download and installation.
5. Once you click install, a download dialog window displays. Select **Run or Save** for installing later.

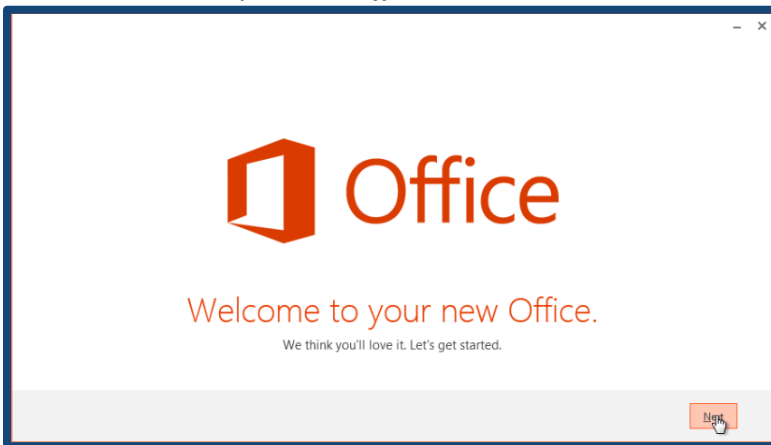


6. A *User Account Control* dialog box may display. Click **Yes**.

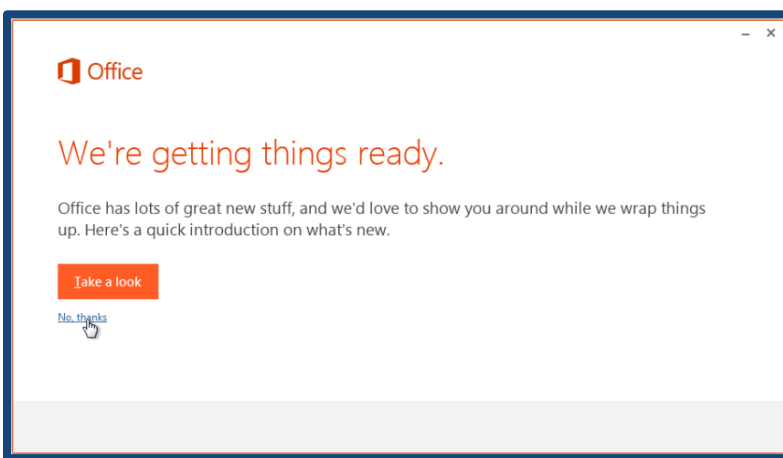
7. While Microsoft Office is being prepared for install, you will see a *Getting things ready* dialog box.



8. On the *Welcome to your new Office* screen, click **Next**.

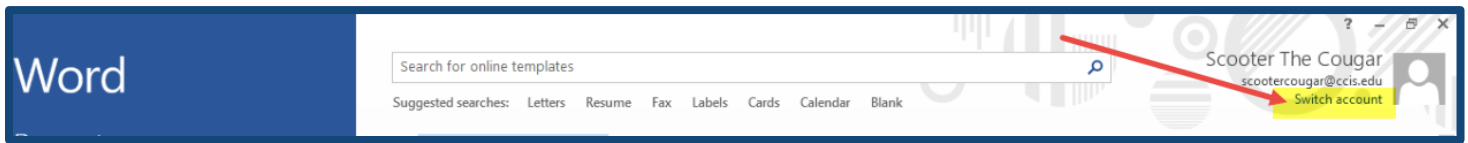


9. With Office 2013, you can now choose a background design for all your applications. Scroll through to see the previews and select one – or No Background, if you do not want one.
10. The next screen offers a demo from Microsoft. Choose whether you want to see the demo or not.



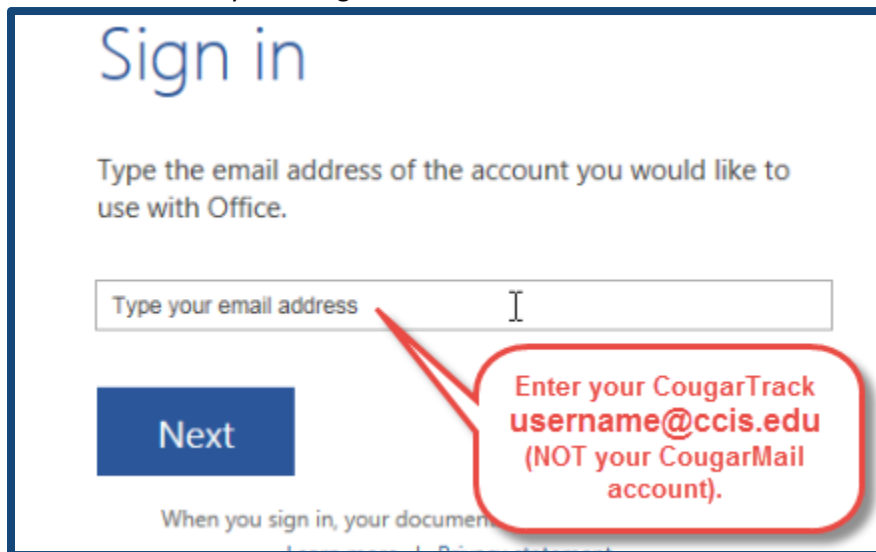
11. The installation will complete, click **All done** to close the screen.
12. After installing, be sure to sign in to the software by navigating to Office 2013 by going to **Start—Office 2013**. Click **Word 2013** (or any application) to open it.

13. In the top right hand corner of the screen, click **Switch Account**.



14. To *Sign In*, enter your CougarTrack username@ccis.edu, click **Next**.

NOTE: this is NOT your CougarMail email address.



15. Enter your CougarTrack username@ccis.edu and your CougarTrack password.

NOTE: This is NOT your Cougarmail email address.

16. Verify your CougarTrack username@ccis.edu displays in the top right hand corner of the screen.

NOTE: After installation, Microsoft will check the validity of your license in the background every 30 days – you may be prompted to re-authenticate your license. Follow steps 12-16 to do so.