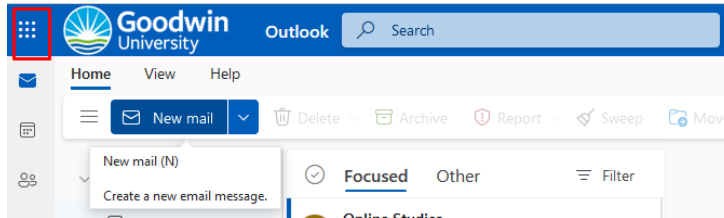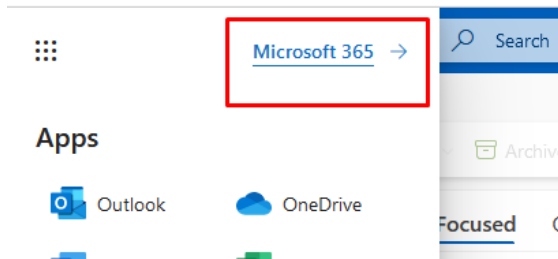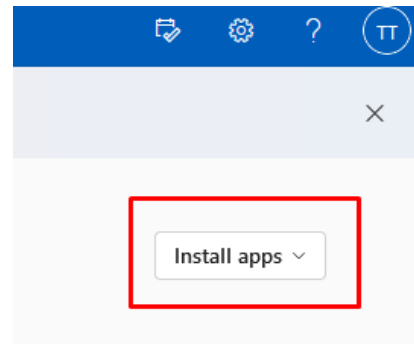# Installing Microsoft Office Suite on your computer

1. Login to MyNavigator
2. Open up your email
3. Click on the waffle menu in top left corner

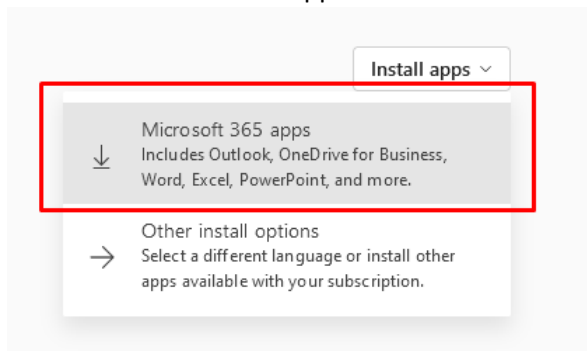4. Click on Microsoft 365 with an arrow pointing to the right:

5. Select INSTALL APPS located on the right top of the page:

6.
7. Select MICROSOFT 365 Apps:

8. Once you click this option, your browser will start downloading the needed package. Locate it in your downloads folder, double click and follow the onscreen instructions during the process

Get started with Microsoft 365

① Select "Open file" after the Microsoft installer downloads

② Select "Yes" to install on your device

③ Open any Microsoft 365 app and sign in: TE5872510@STUDENT.GOODWIN.EDU

Learn about Microsoft 365

Need help?   Got it

9. Once installed, to authenticate, you will need to use the same login that you used to enter MyNavigator:
   a. User: StudentID@student.goodwin.edu
   b. Password: Your Portal password.
10. You are now ready to use your newly installed Office 365 suite.