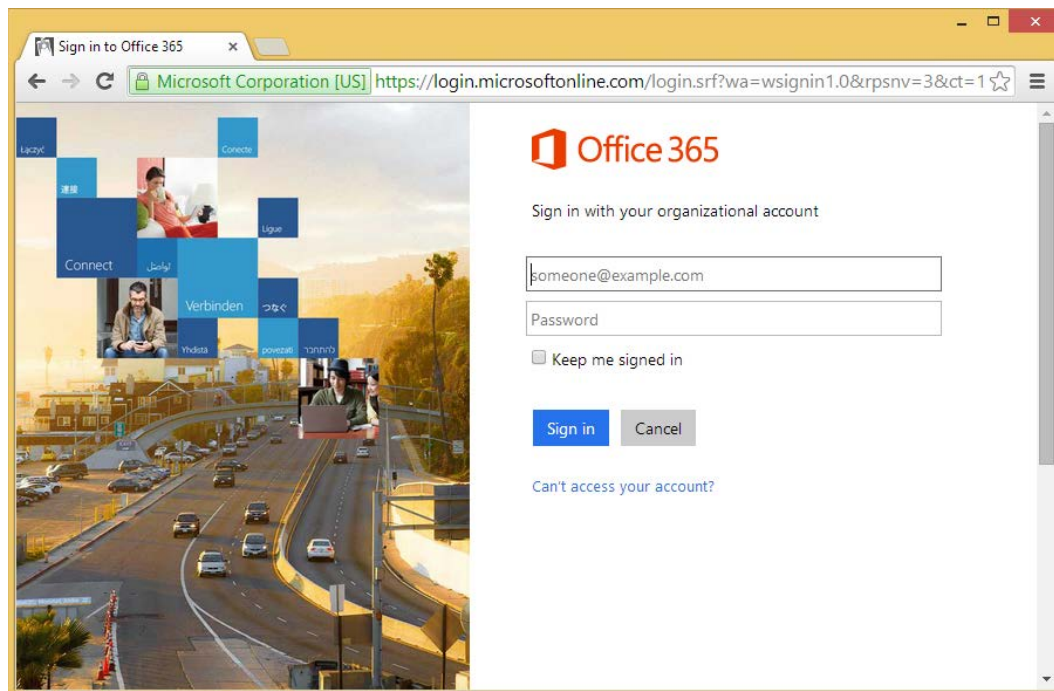


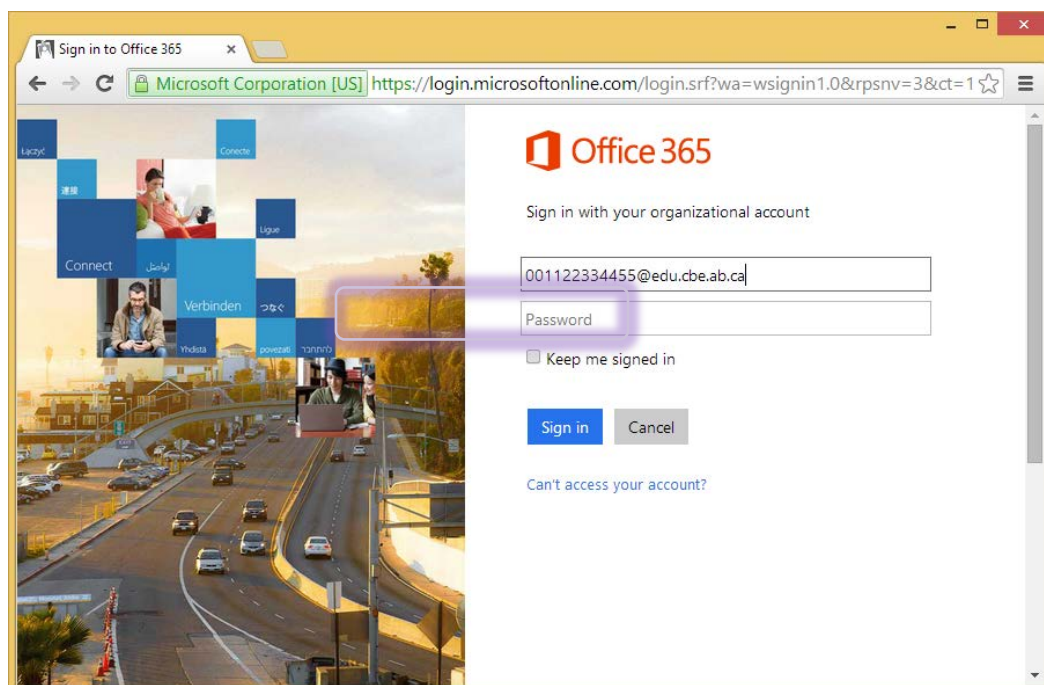
# Windows | How to download Office (student)

1. From your personal computer, go to: <http://portal.office.com>

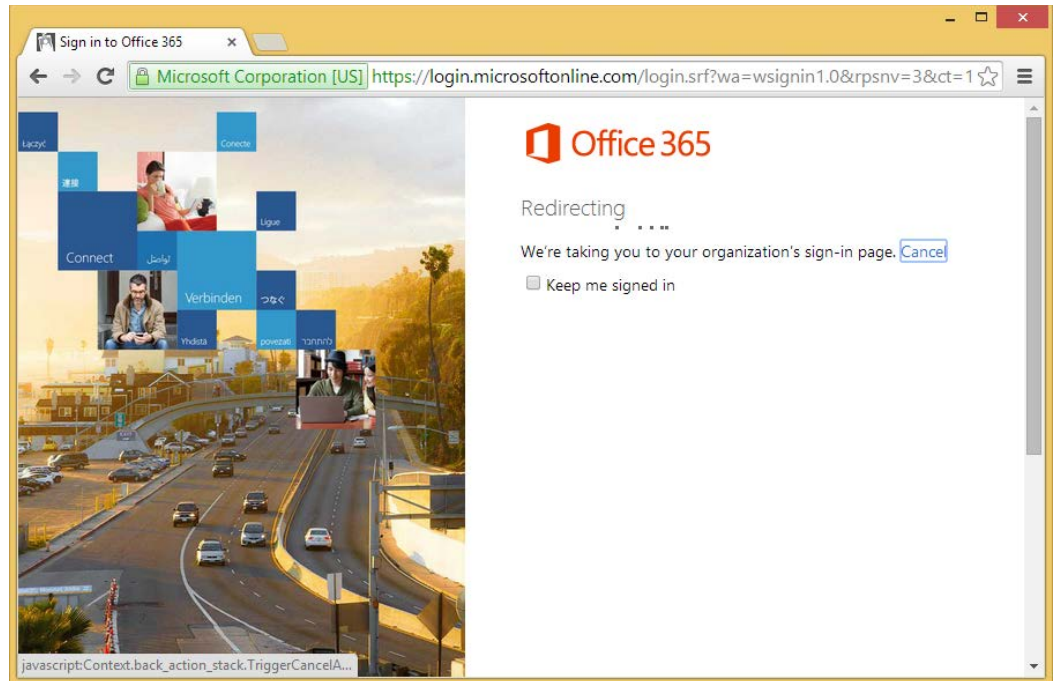


2. Enter your login information in the format:

- `studentIDnumber@edu.cbe.ab.ca` (eg. 001122334455@edu.cbe.ab.ca)

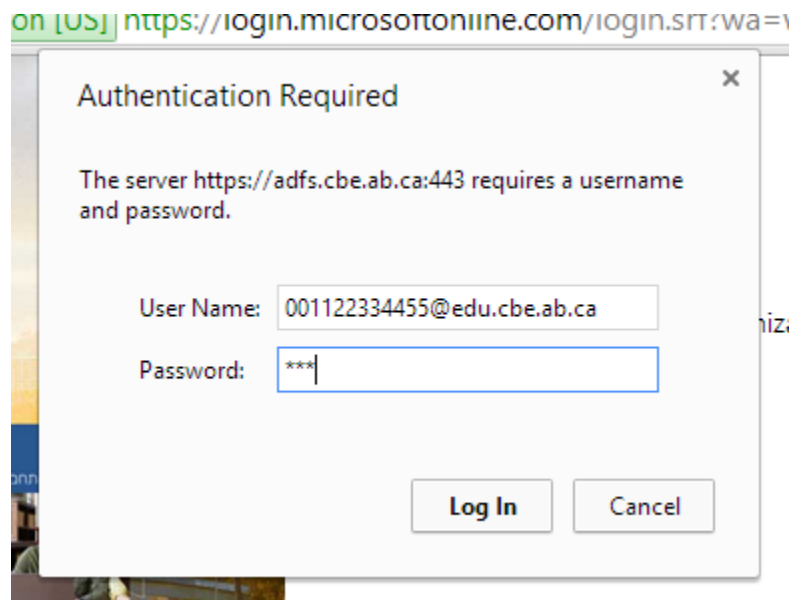


3. Click on the password box. The browser will attempt to authenticate you.

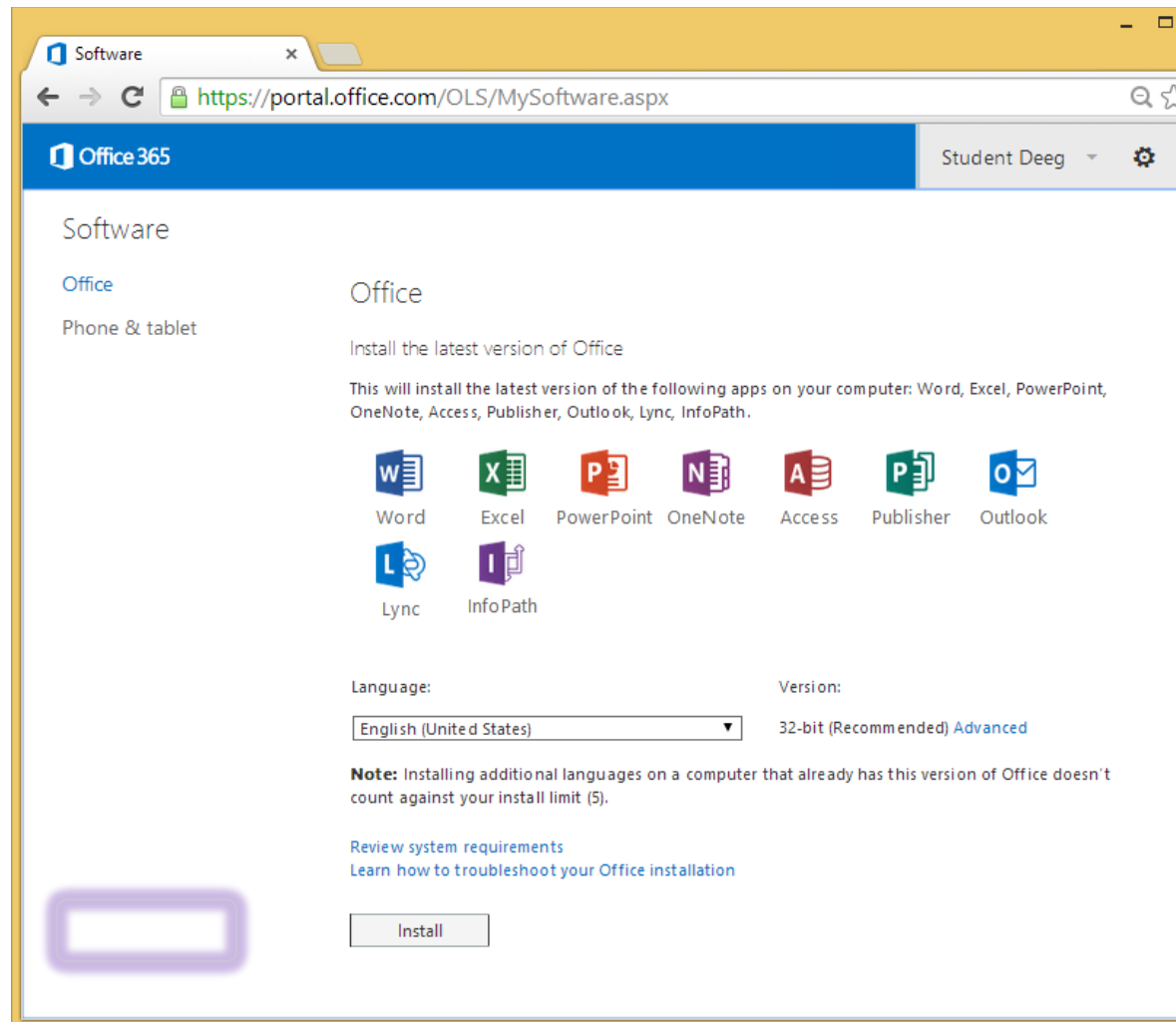


4. You will be asked to provide a CBE username and password. Enter in the format:

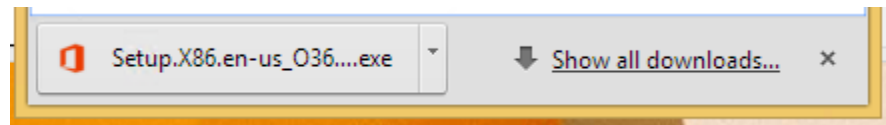
- *studentIDnumber@edu.cbe.ab.ca* (eg. 001122334455@edu.cbe.ab.ca)



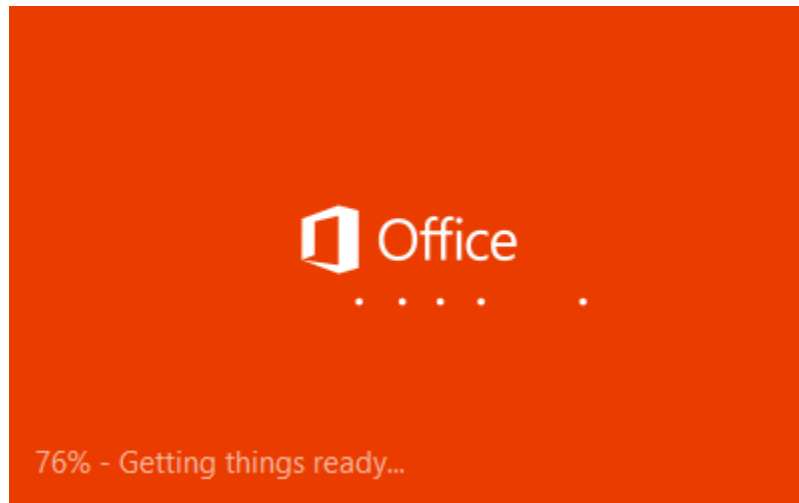
5. A software download page will appear. Choose 'Install'



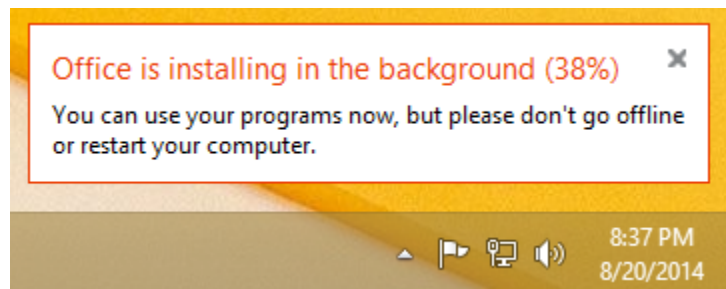
6. A small executable file will download, with a file name beginning with "Setup.X86.en-us\_O365ProPlusRetail". Run this executable.



7. The Office Setup Process will Begin.



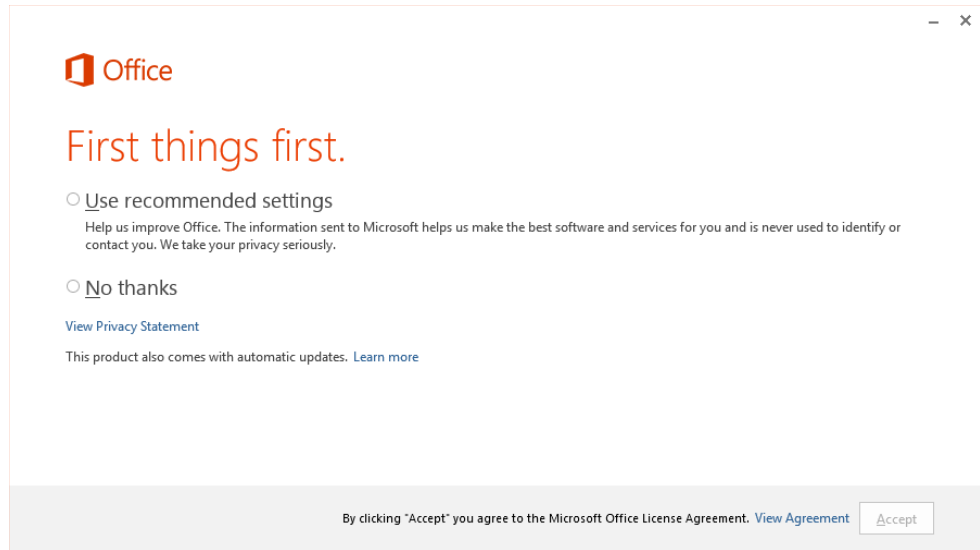
8. The lower right hand corner will show the installation progress.



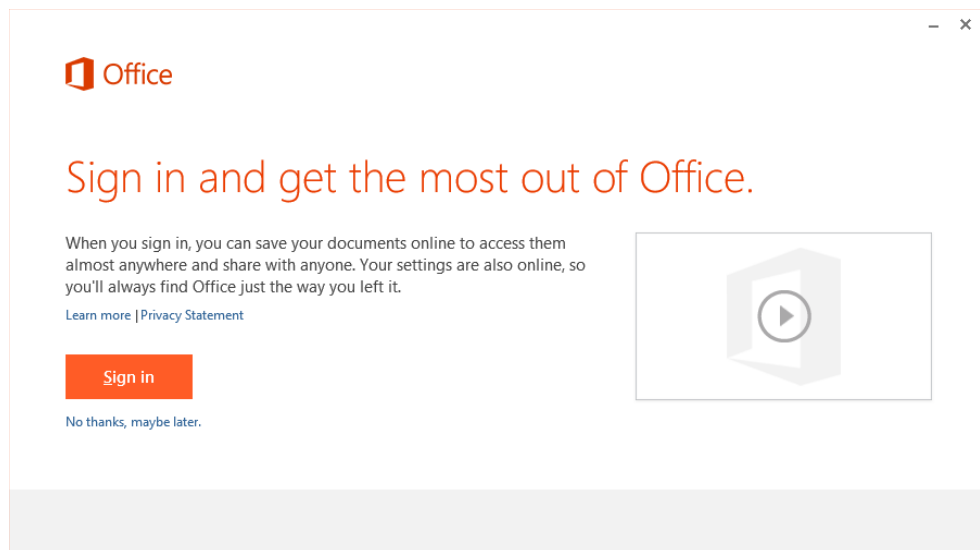
9. An installation wizard will appear.



## 10. Follow through installation screens.

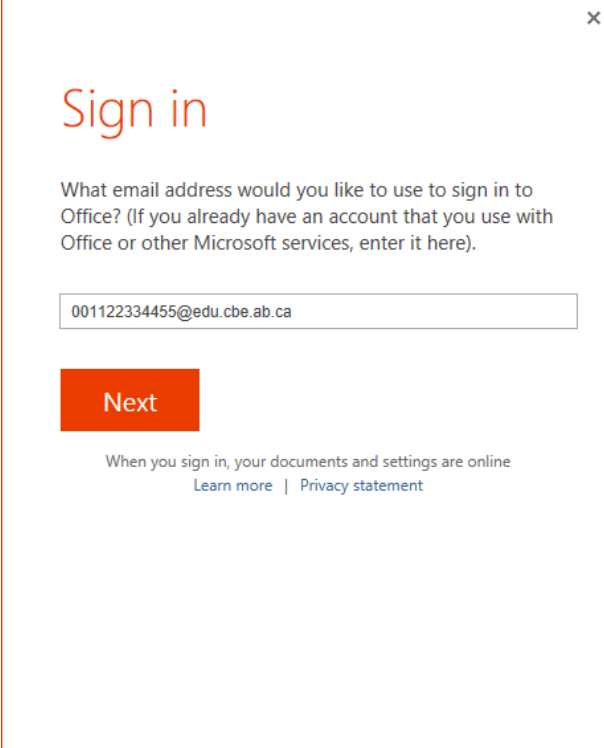


## 11. Select 'Sign in'



12. Sign in using your CBE Student ID Number in the following format:

- *studentIDnumber@edu.cbe.ab.ca* (eg. 001122334455@edu.cbe.ab.ca)



Sign in

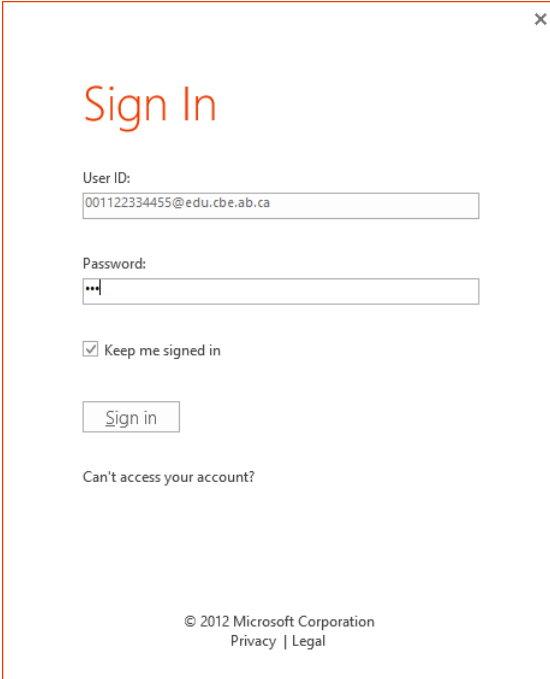
What email address would you like to use to sign in to Office? (If you already have an account that you use with Office or other Microsoft services, enter it here).

001122334455@edu.cbe.ab.ca

Next

When you sign in, your documents and settings are online  
[Learn more](#) | [Privacy statement](#)

13. Use your CBE password.



Sign In

User ID:  
001122334455@edu.cbe.ab.ca

Password:  
...

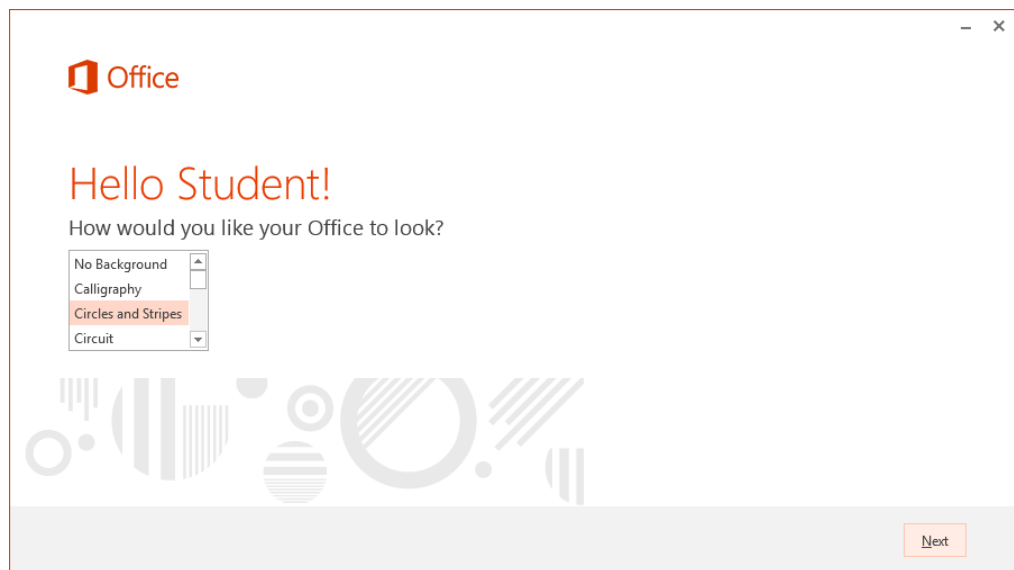
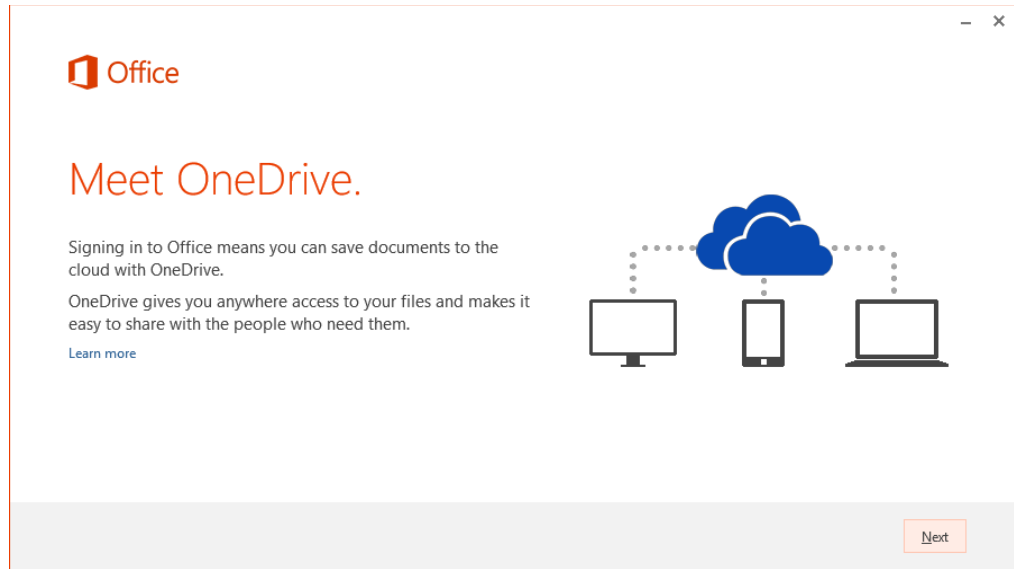
Keep me signed in

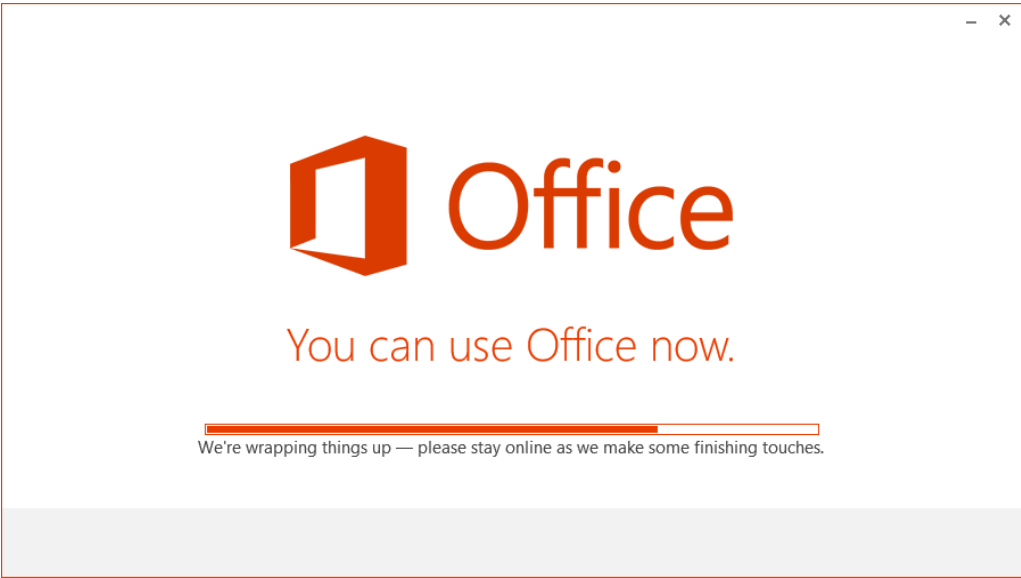
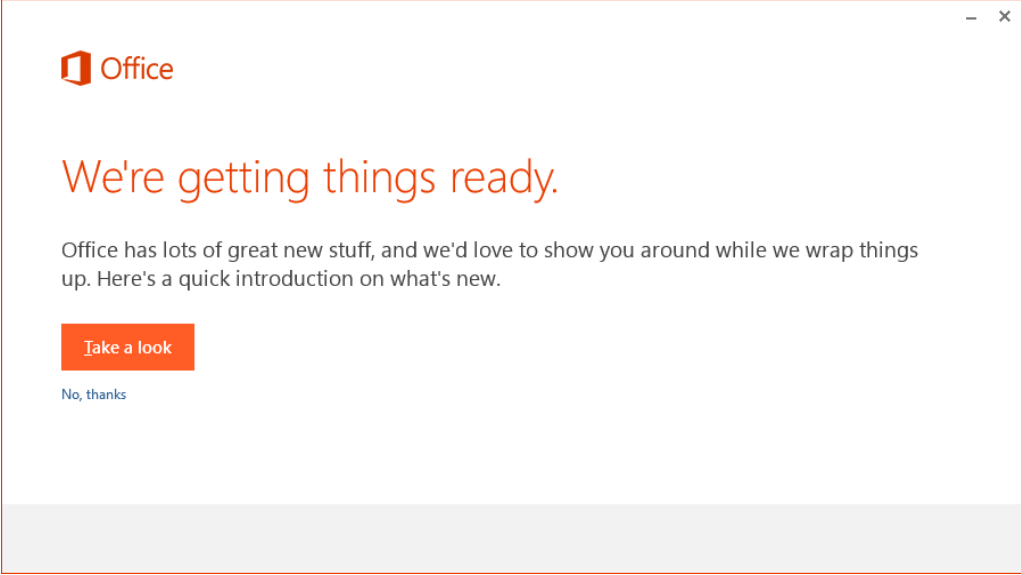
Sign in

Can't access your account?

© 2012 Microsoft Corporation  
[Privacy](#) | [Legal](#)

14. Continue through installation screens.







15. When installation is complete, the following message will be displayed.

