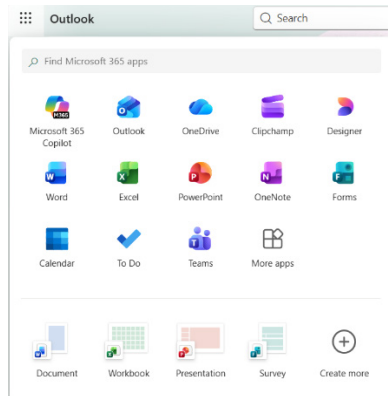


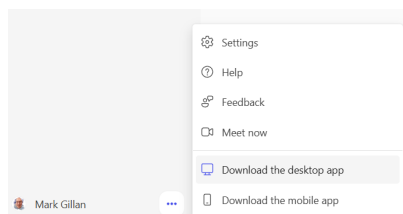
Download Microsoft Desktop Apps

To download the desktop versions of Microsoft Apps from college account for use at home or on personal computers.

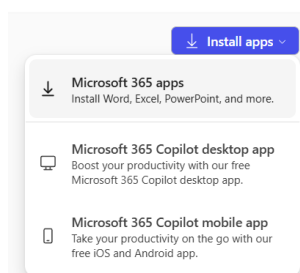
1. Sign into Microsoft 365 – maybe your Outlook account online (web based).
2. Click on the 9 dots  in the top left hand corner for the app launcher to access online apps menu for the likes of Outlook, One Drive, Word, Excel, Teams etc.



3. Click on the 'More apps' icon  More apps
4. Use the 3 dot ellipsis at the bottom of the left hand pane next to your name (account details) for 'Settings and more' – it should expand out a menu for you to click as follows:



Or use the big blue button at the top right hand corner of the right pane for 'Install apps' – it has a drop-down menu as follows:



5. Proceed to download and install one, some, all, apps required. The licence is provided through the download and logging into the app using relevant email address. Remember to back up your computer prior to any major changes.