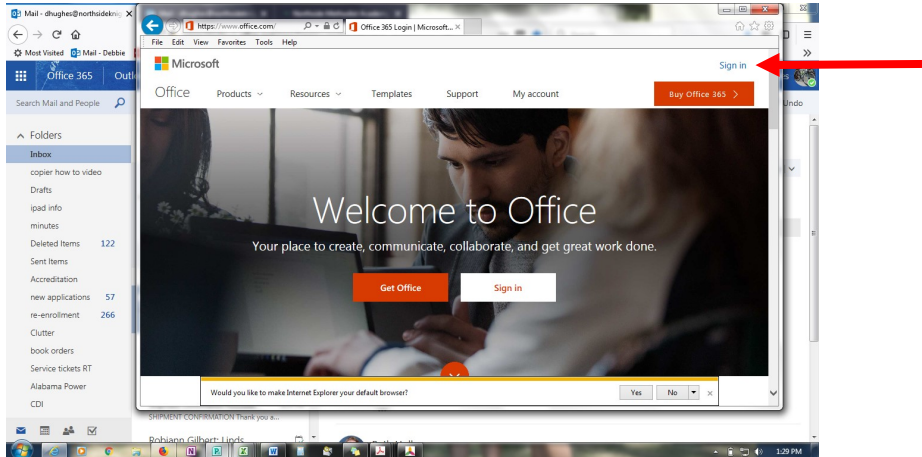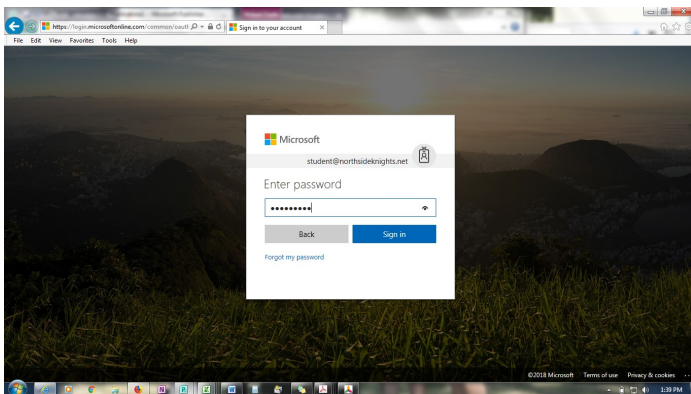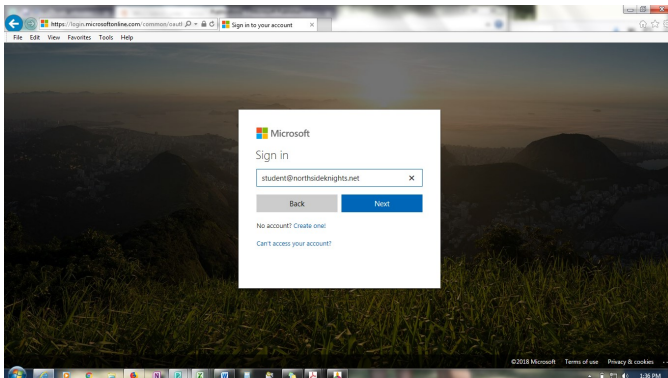# Installing Office 365 Products:
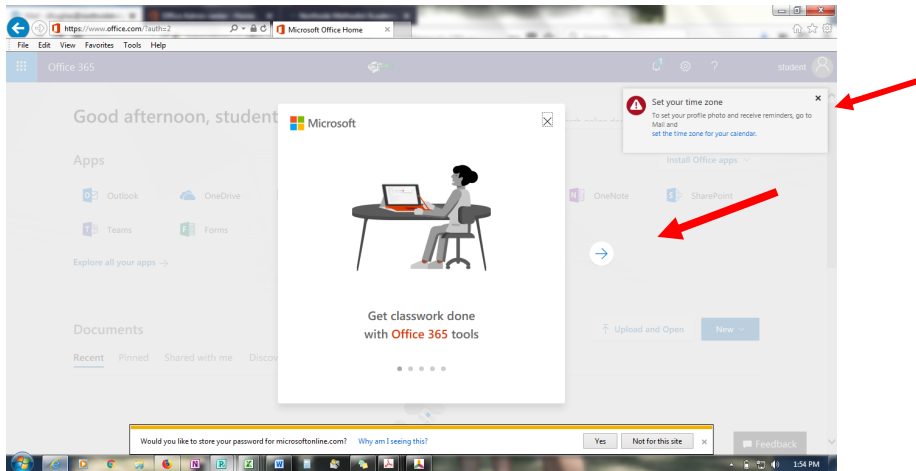
Instructions for students

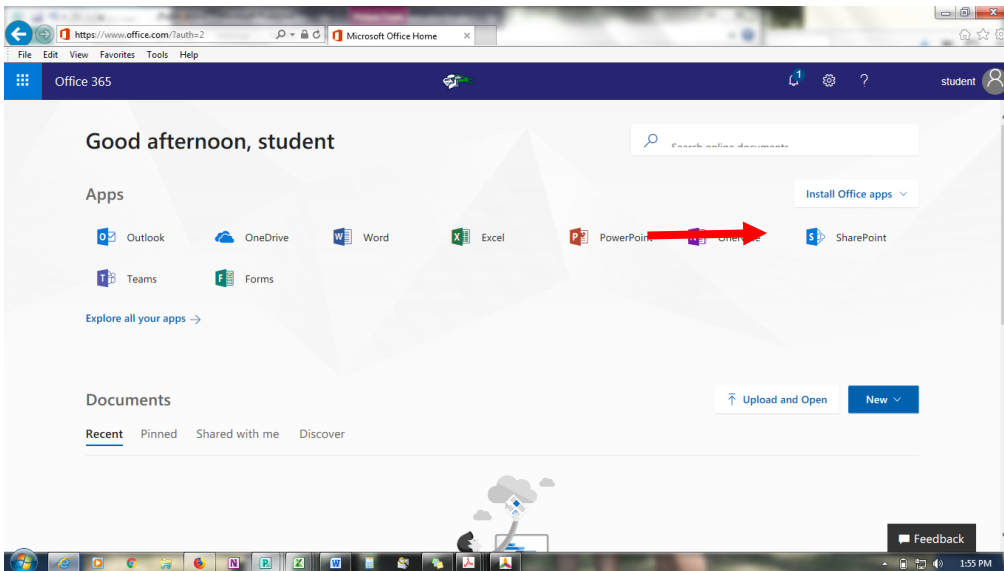1. Sign into your email account assigned to you by NMA by going to Office.com

Login information is provided by the school: User name is the email addresses and then select "next" and type in password, it will ask for if school/work or personal. Of course select school/work.

2. Set time zone and go through tutorial and.

3. Select Install Office apps

4. Once installation is finished. You can find your new office products in programs.

5. Select one of the office products for instance "word". It will ask you to sign in.   Sign in using your email address and password. Once you are signed in to one product then you will be sign into all of them. If you save your information on the cloud then it will always be backed up in the cloud.