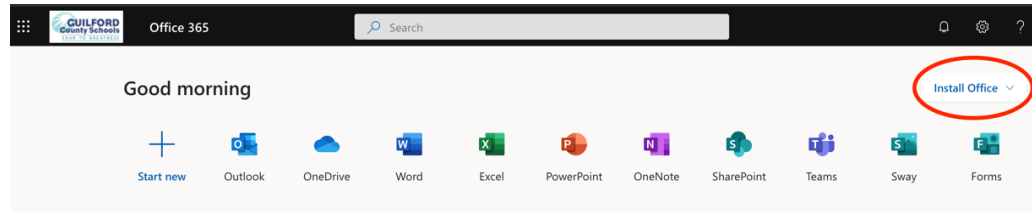


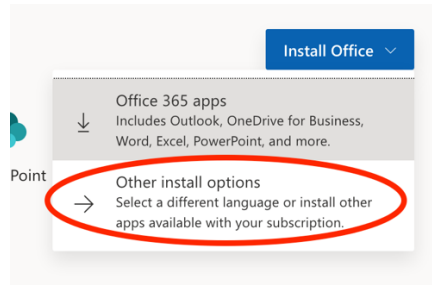
Instructions for Installing Microsoft Office on **personal** Apple computers

1. Go to www.office.com and sign in with your GCS email/password.
2. On the next page, click the “Install Office” button on the right-hand side:



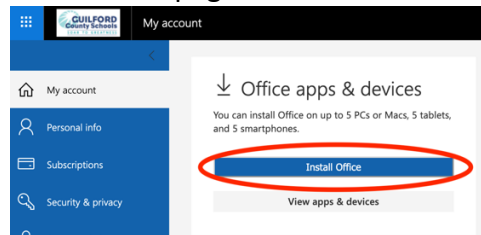
a.

3. This will open a drop-down menu. Click the bottom option:



a.

4. This will load a new page. Click the blue “Install Office” button on this new page.



a.

5. Depending on your web browser, this may prompt you to accept the installer download, or may start automatically downloading the installer. Once it downloads, find the installer (likely in your “Downloads” folder) and run it. It will prompt you to enter your computer’s password to authorize the installation after you start the installation process.
6. After the installation is complete, the *first time* you open one of the Office products, it will prompt you for your GCS credentials. This will activate the license to your GCS account and should not prompt you for your GCS credentials again.