**How to Install Office 365**

Welcome to Simpson!

You have the option to download and install Microsoft Office 365.

If you have another Microsoft Office package already installed on your computer, you should uninstall it before you begin this download.

1. Log into <https://simpsoncollege.onelogin.com>

2. Click on the Outlook app.  You will see a grid in the top left corner with 9 white dots.    Click on the grid.

3. Click on Office à on the right-hand side of the window.   A picture containing graphical user interface

Description automatically generated

4. Click Install Office (on the right side of the page) and choose Office 365 apps.

5. The download will start automatically.  Depending on your computer and your internet/wi-fi connection, it can take some time to download.

6. If you choose not to download Office 365 on your personal device, you can access the online apps in that window.

Graphical user interface, application

Description automatically generated

The online apps are condensed versions so do not have all the advanced features that are installed in the above process.