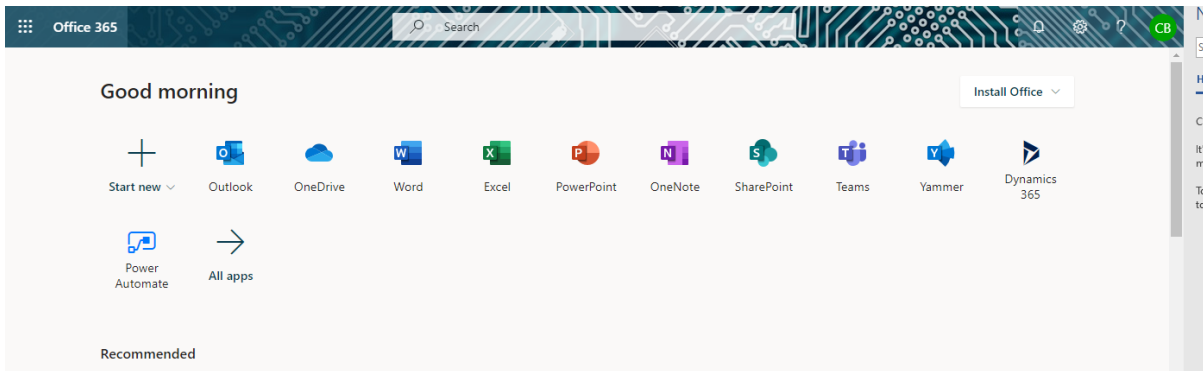
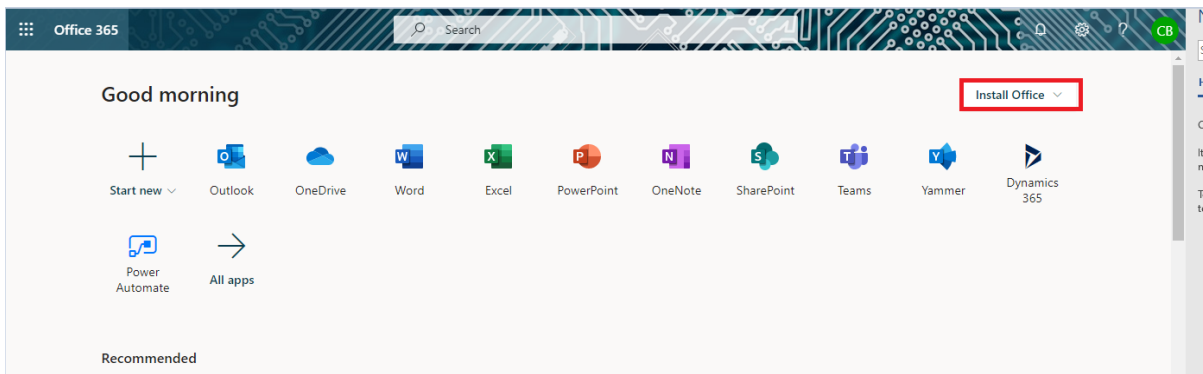


# How to sign in and install Office 365 on your computer.

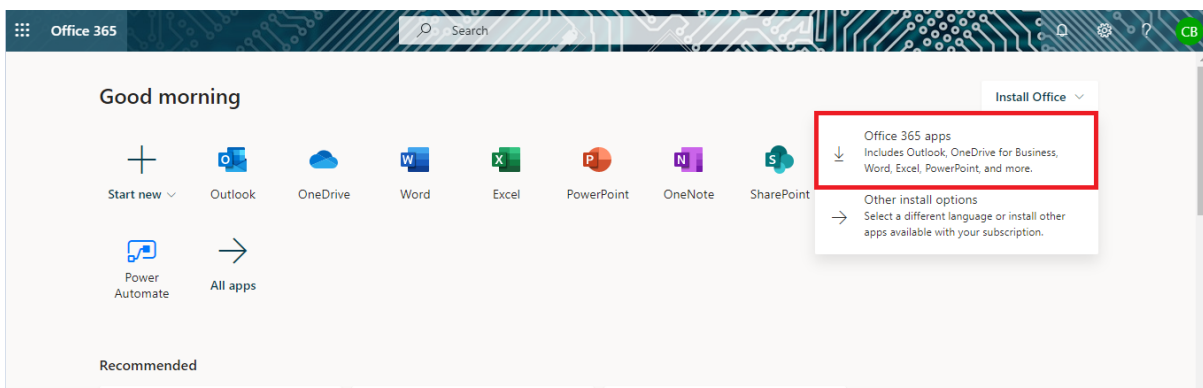
1. You will need to sign into the account via: [www.portal.office365.com](http://www.portal.office365.com)
2. The user log-in will be the [name.surname@klofies.co.za](mailto:name.surname@klofies.co.za) and the password sent to you via SMS.
3. Once signed in, you will see the Office 365 Dashboard :



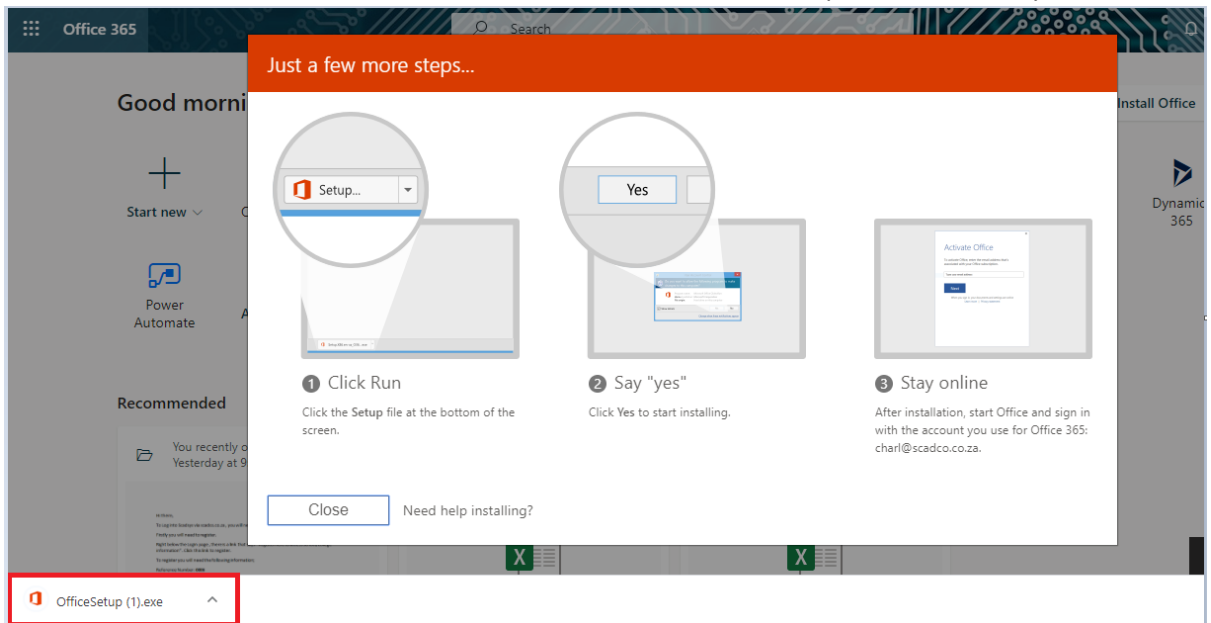
4. On the right side there will be a button drop down titled “install Office”



5. Click the dropdown and select “Office 365 apps”



- The download will start and once it has been completed there will be an installation file in the bottom left corner. Click the button and the installation will take place immediately.



- Once the Installation is complete, you can search in your windows for apps like Word, Excel, Power point and Outlook.
- The only App you will need to sign into will be Outlook. Which will require just the email address (name.surname@klofies.co.za)