

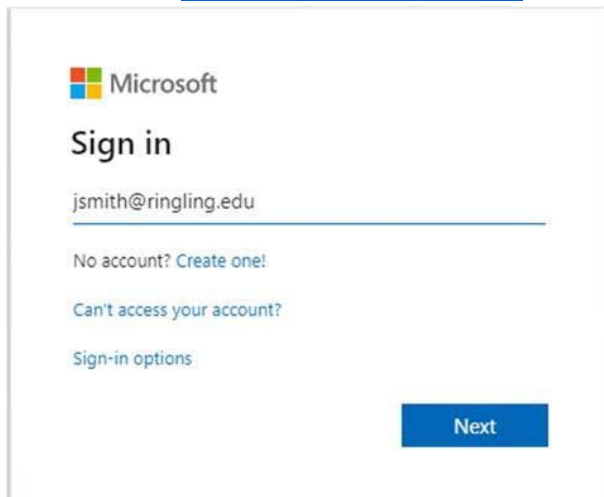
1. PLEASE ENSURE THAT YOUR DEVICE IS PLUGGED INTO AC POWER OR HAS A FULL CHARGE BEFORE BEGINNING THIS PROCESS.
2. Go to the following website: <https://www.office.com/>
3. Click on the **Sign In** button.



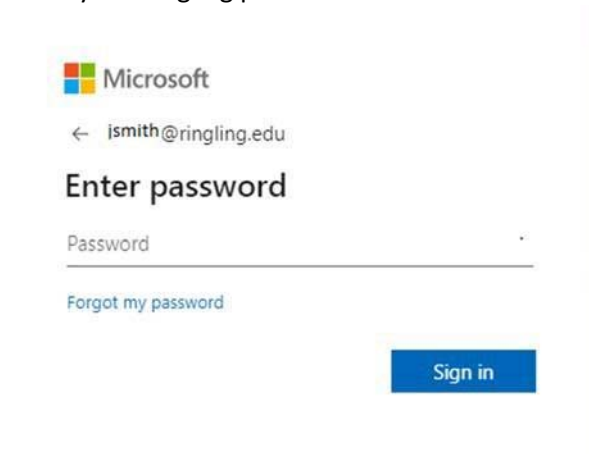
4. When you are prompted with the sign-in window, please use your username+@ringling.edu and click **Next**

Example: John Smith (username: jsmith) would use [jsmith@ringling.edu](mailto:jsmith@ringling.edu).

**DO NOT USE** [username@c.ringling.edu](mailto:username@c.ringling.edu)

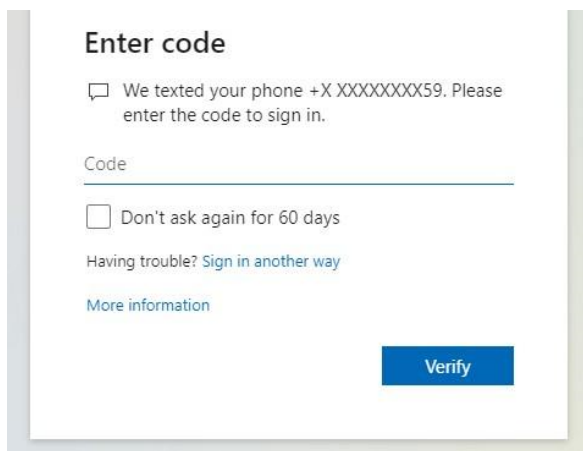


5. Enter your Ringling password



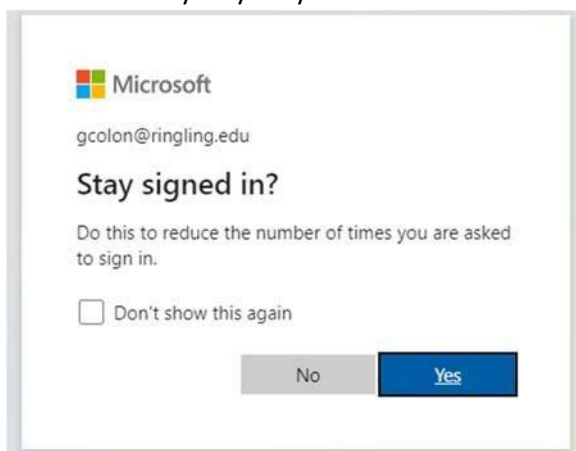
The screenshot shows a Microsoft login interface. At the top is the Microsoft logo. Below it is the email address 'jsmith@ringling.edu' with a back arrow to its left. The main heading is 'Enter password'. There is a password input field with a placeholder 'Password'. Below the field is a link 'Forgot my password'. At the bottom right is a blue 'Sign in' button.

6. Once you have entered your password you will be prompted to enter a code, it may text or email you the code. Once you have your code, enter it into the box and click **Verify**.



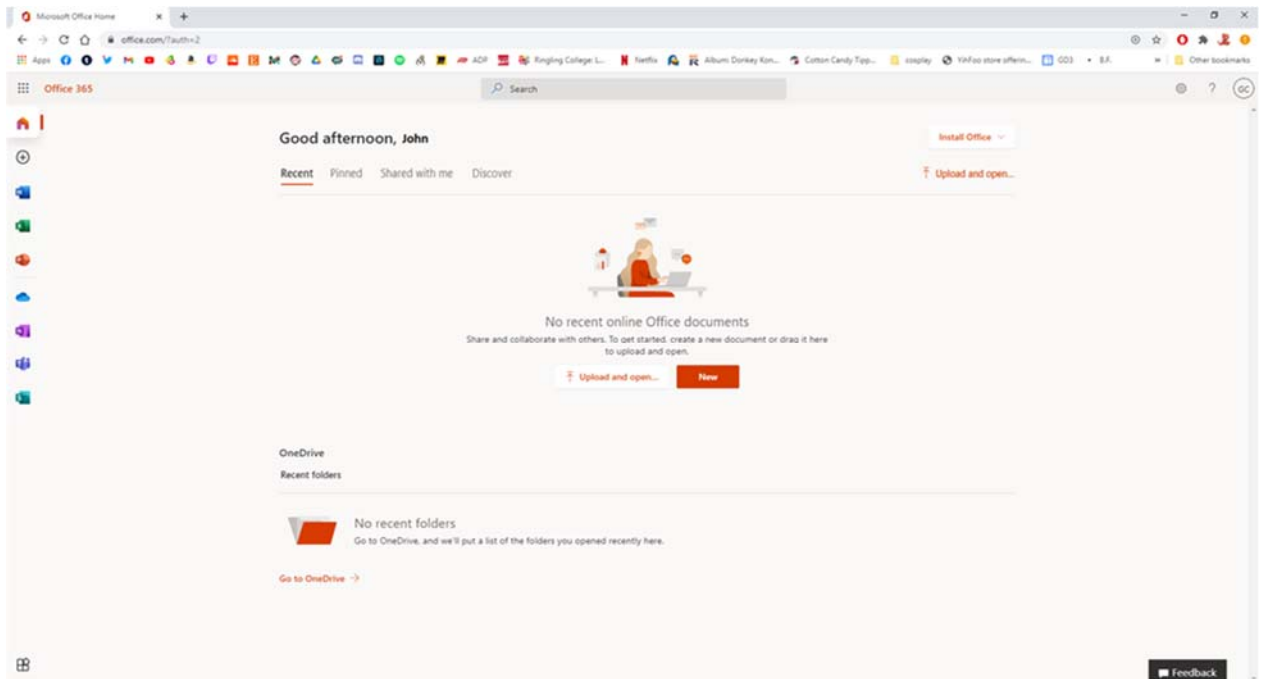
The screenshot shows an 'Enter code' screen. It starts with a speech bubble icon and the text 'We texted your phone +X XXXXXXXX59. Please enter the code to sign in.' Below this is a 'Code' input field. Further down is a checkbox labeled 'Don't ask again for 60 days'. At the bottom left are two links: 'Having trouble? Sign in another way' and 'More information'. At the bottom right is a blue 'Verify' button.

7. Once verified, would you like to stay signed in? This is a personal choice and the user can answer this any way they want.

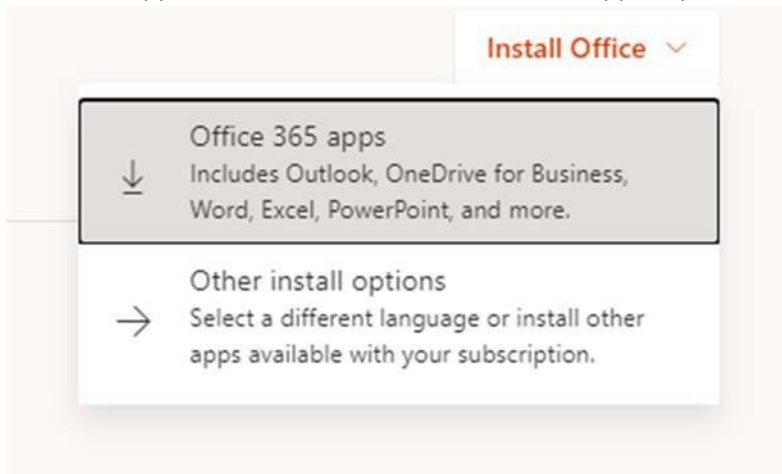


The screenshot shows a 'Stay signed in?' screen. It features the Microsoft logo at the top, followed by the email 'gcolon@ringling.edu'. The heading is 'Stay signed in?'. Below the heading is the text 'Do this to reduce the number of times you are asked to sign in.' There is a checkbox labeled 'Don't show this again'. At the bottom are two buttons: a grey 'No' button and a blue 'Yes' button.

8. At this point you will be logged into the Microsoft Office site.

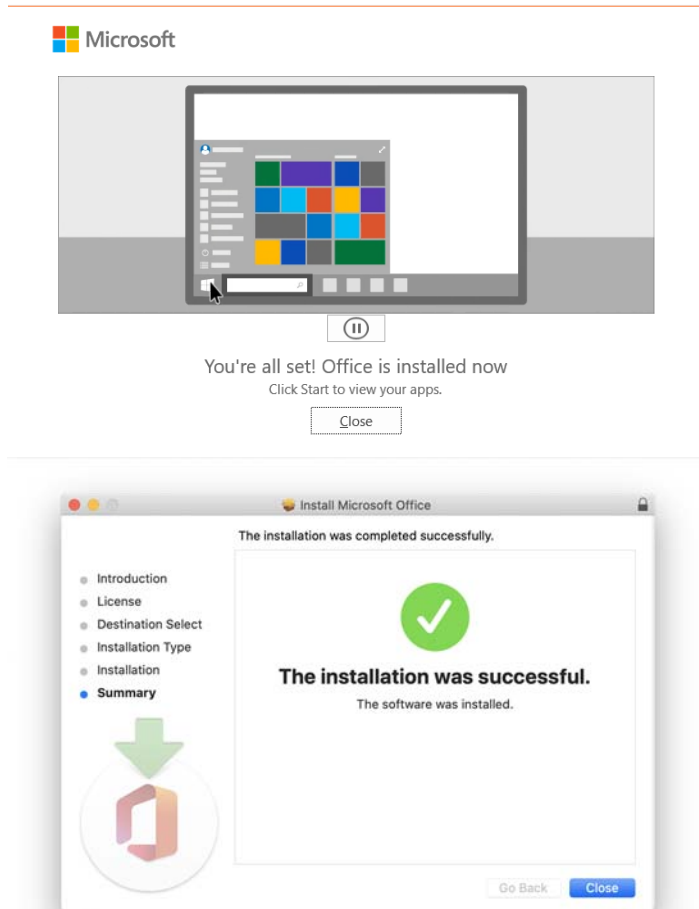


9. On this page please click the **Install Office** button in the upper right area of the screen. A drop-down will appear. Please choose the “Office 365 apps” option.



10. Follow the instructions on the next screen to download the installer. Depending on your browser it may save the file as 'OfficeSetup.exe'. On a Mac, this will be Microsoft\_Office\_version#\_BusinessPro\_Installer.pkg. Once downloaded, run the file to install Office and follow the onscreen instructions.

11. Once office has finished installing click 'Close' to exit the installer.



12. Open Microsoft Word. Click **Activate**, then **Sign In**. Enter your @ringling.edu email address and password. Activating any of the Microsoft Office products will activate the entire suite.

Hello John, welcome to Office

Sign in to activate Office with this account



JSmith@ringling.edu

[Change account](#)

[Continue](#)

13. Once activated, the software is ready for use. If you should have any questions please submit a helpdesk ticket to Institutional Technology.