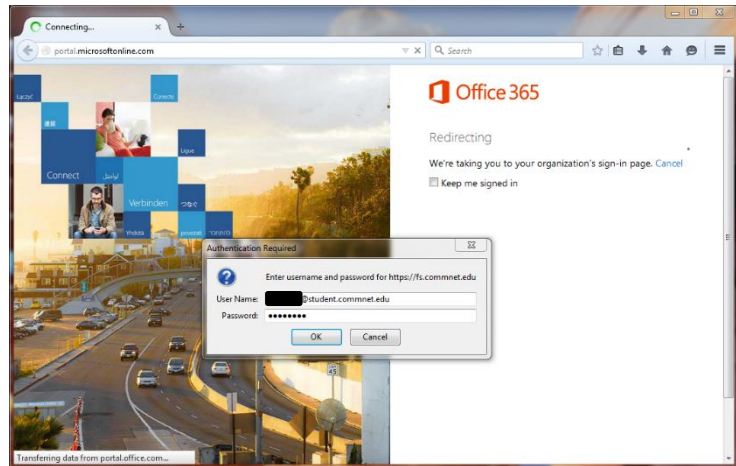


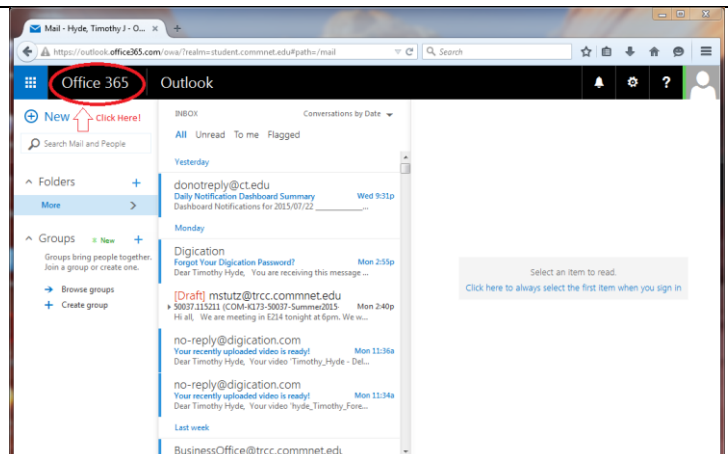
# Get Microsoft Office For Free

To obtain the Microsoft Office Suit for free, take the following steps.

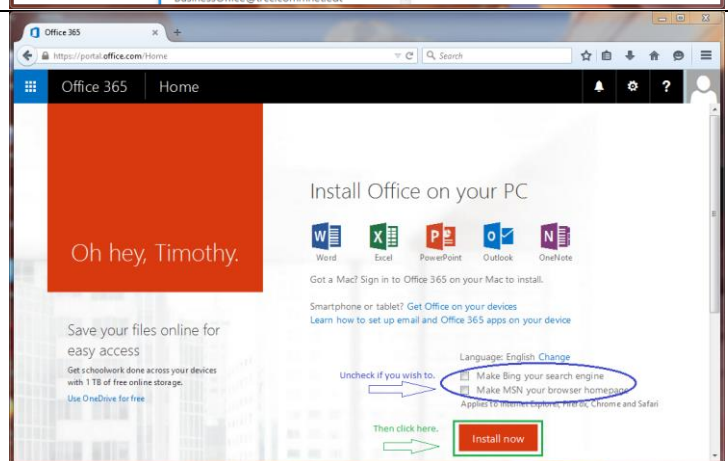
1. Navigate to the Office 365 page and proceed to login. Type your Student ID with @student.comnet.edu this is also called your *Net ID*. Your Student ID is the 8 digit number given to you by the school to identify you. The password for your Office 365 account is your MyCommnet password. **NOTE:** You will not be able to access Office 365 until you have logged into MyCommnet at least once and changed your password from the default password to a new password.



2. Once finished logging in, you will be on the Microsoft Outlook Web App. To proceed to the download page for the Microsoft Office Suite click *Office 365* at the top left of the page

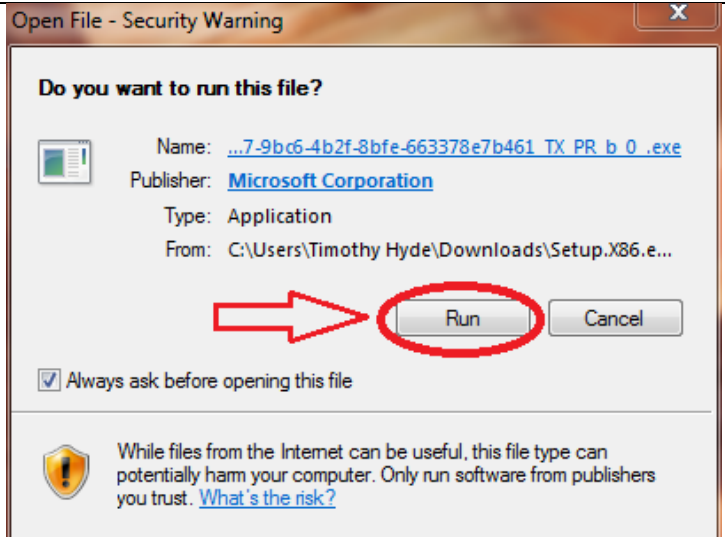


3. This is the download page, if you do not want to make Bing.com your default search engine & MSN.com your default homepage uncheck both of those boxes under the previously mentioned heading and then press the red *Install Now* button.

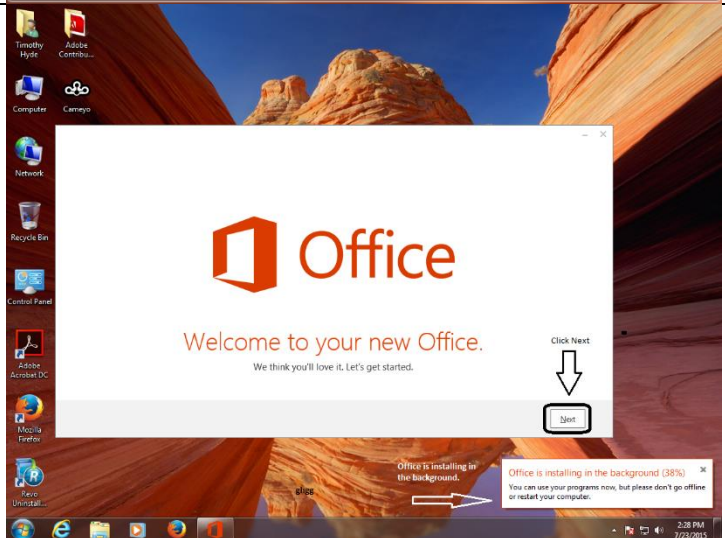


# Get Microsoft Office For Free

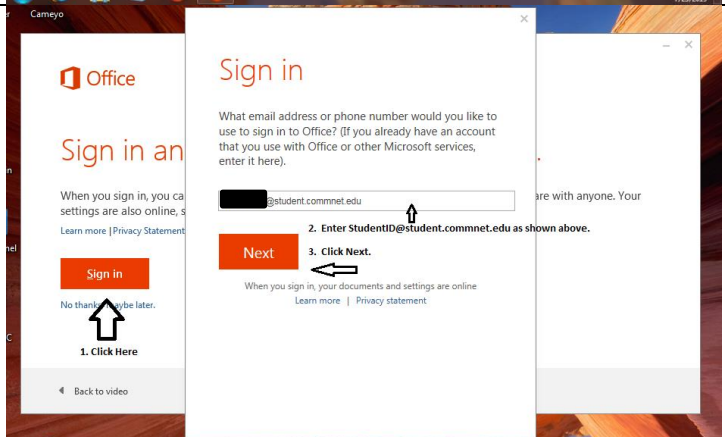
4. After clicking install the Microsoft Office setup executable file should download. After downloading the file, open it to start the setup process. If you are prompted by a security warning select the option to run the program. It may take a couple minutes for Microsoft Office Setup to “Get Things Ready” but be patient and wait for the next installation prompt.



5. You will next be greeted by a Welcome to your new Office window and a tray notification informing you that Microsoft Office is installing in the background. Continue by pressing the *Next* button. After that another window will pop up, select the *Use Recommended Setting* bullet then click *accept* in the bottom right corner of the window.



6. This window will prompt you to sign in, press the *Sign In* button, a pop-up windows will ask for your username type in your Net ID then click *Next*. From there another window will ask for your password, put in your myCommnet password and press *Sign In*.

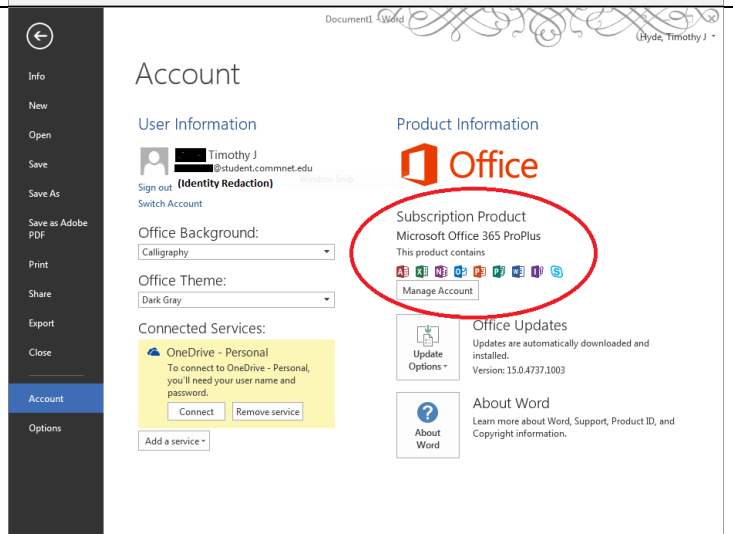


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7. There will be several screens that will inform you on what is new in the Microsoft Office suite, just keep clicking next until you're asked if you want to see a video of what Microsoft Office can do simply click *No Thanks* if you do not want to see the video. After that, the installer will say that *You're good to go*



8. You will now have the latest version of the Microsoft Office Suite installed on your computer. To check if they are activated. Simply open any Office program, click *File* at the top left corner, and then *Account* on the left. Your activation is on a subscription basis and will stay valid as long as you are an active student in one of the State of CT schools.



Created By:

*Timothy Hyde*