



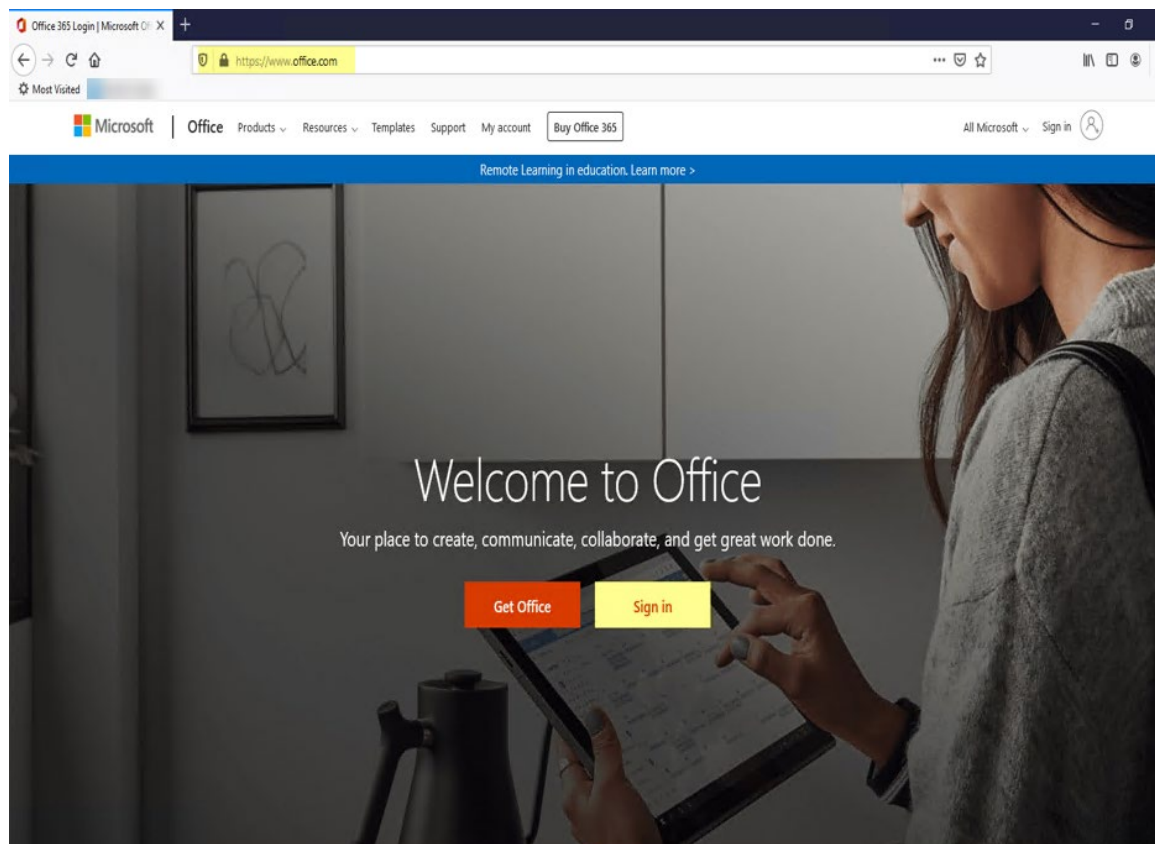
Microsoft Office 365 Applications for CBE Student Home Use

To download the Student Office 365 for Home Use must use their Student Account number and Password.

- **User ID format:** 12345678@edu.cbe.ab.ca (replace “12345678” with the Student Account number.
- **The Password** is the same password used by the student to login to a CBE computer.

If you forgot or need to change your password, please use the Student Password Self-Service at <https://passwordhub.cbe.ab.ca>

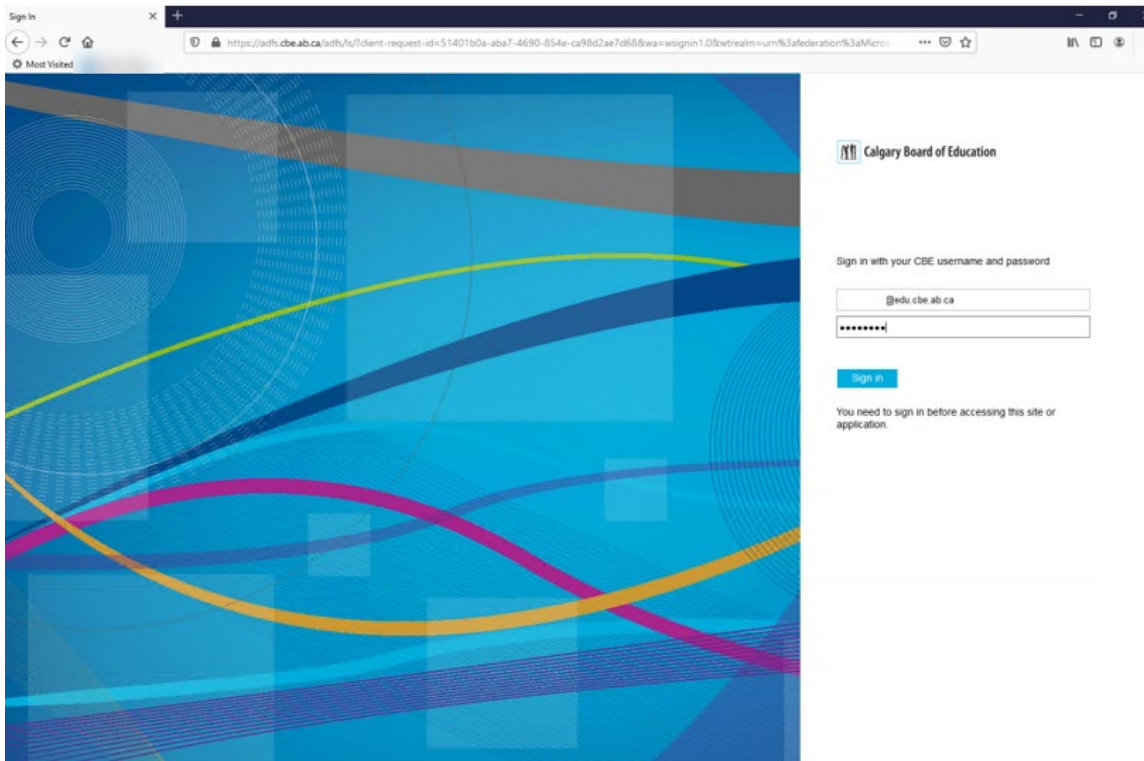
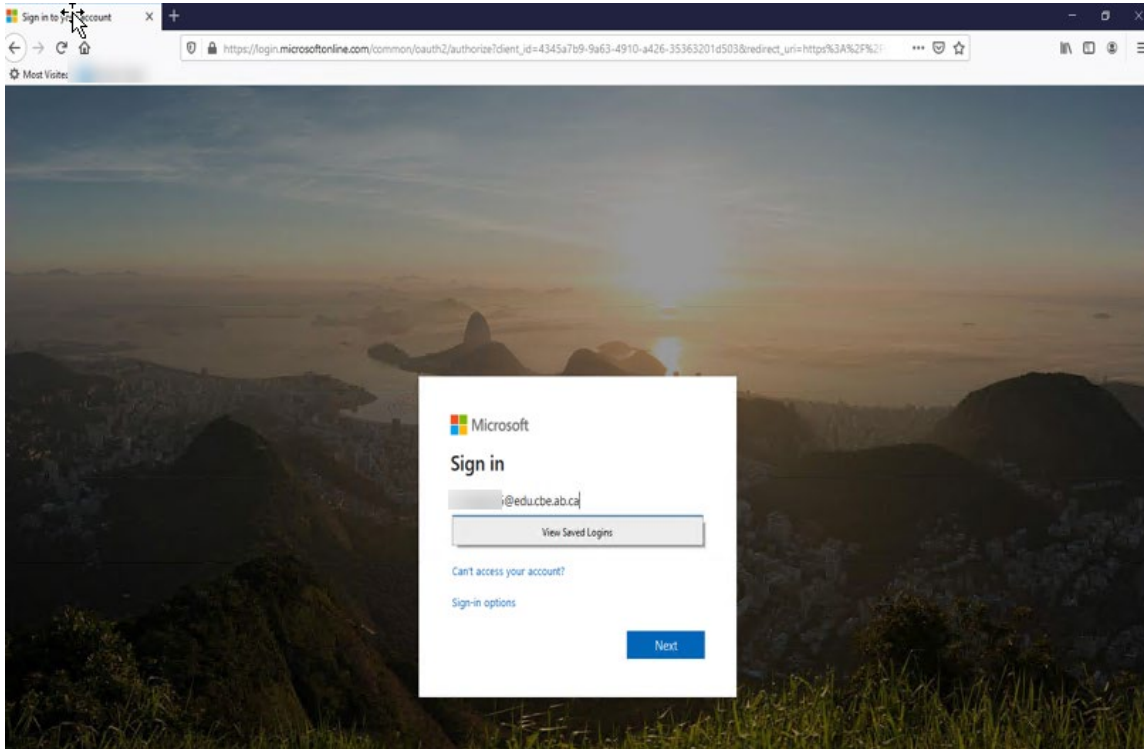
Go to www.office.com and press “Sign in”:



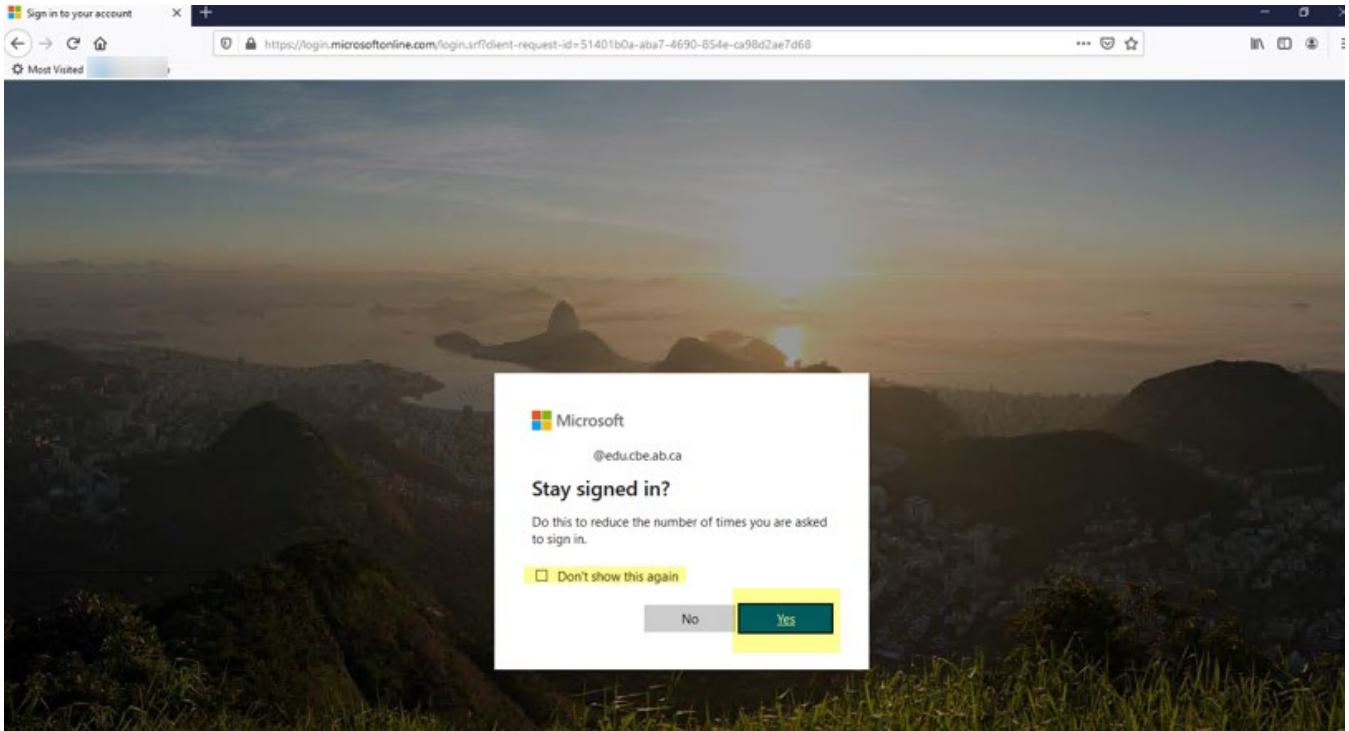
What is Office 365?



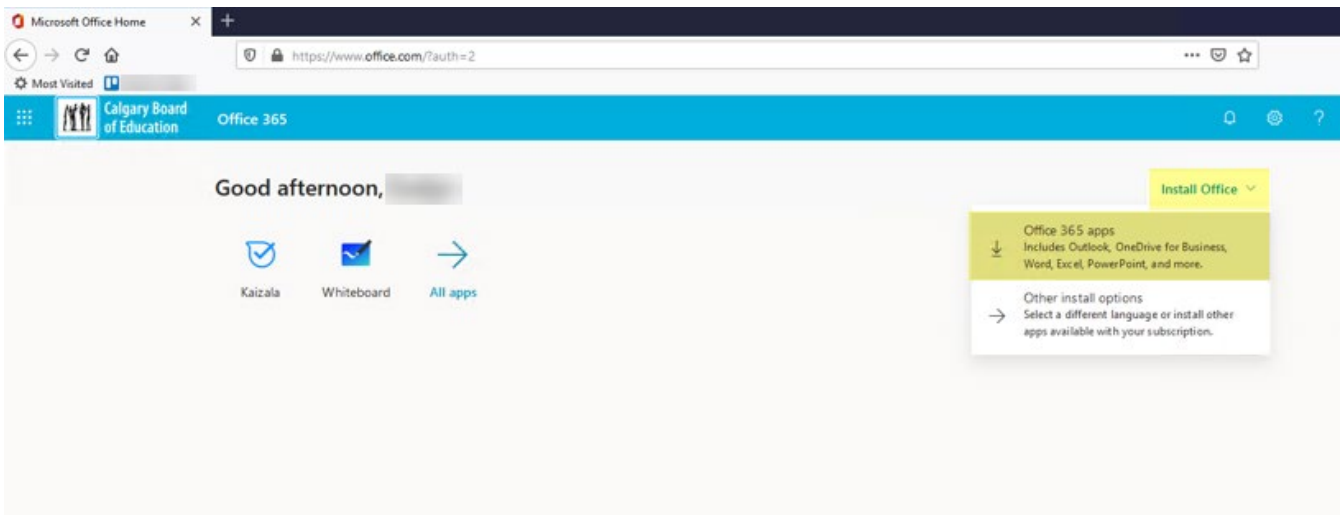
Type your full Student Account then press “Next”.



Select “Don’t show this again” if opting to stay signed-in for future use, then press “Yes”.



Press on the “Install Office” and select “Office 365 apps”.





Follow the page instructions.

The screenshot shows the Microsoft Office Home page in a browser. The page title is "Microsoft Office Home" and the URL is "https://www.office.com/?auth=2". The page displays "Good afternoon" and "Office 365" with navigation links for Kaizala, Whiteboard, and All apps. An "Install Office" button is visible in the top right. A large overlay window titled "Just a few more steps..." provides instructions for installation. The overlay includes a "Save File" button callout, a "Say 'yes'" callout, and a "Stay online" callout. A "Close" button and "Need help installing?" link are at the bottom of the overlay.

Microsoft Office Home

https://www.office.com/?auth=2

Office 365

Good afternoon

Install Office

Kaizala Whiteboard All apps

Just a few more steps...

Opening Setup.Def.en-us_O365ProPlusRetail_007439d4-dfb4-4e18-bc7d-... X

You have chosen to open:

...fb4-4e18-bc7d-d1333d4d82689_TX_PR_Platform_def_b_48_.exe
which is: Binary File (5.3 MB)
from: https://c2setup.officeapps.live.com

Would you like to save this file?

Save File Cancel

Save File

1 Click Run
If asked, click Save File, then run the file.

2 Say "yes"
Click Yes to start installing.

3 Stay online
After installation, start Office and sign in with the account you use for Office 365: 813068505@edu.cbe.ab.ca.

Close Need help installing?

This is a detailed version of the "Just a few more steps..." overlay. It features three numbered steps with corresponding screenshots and callouts:

- 1 Click Run**
If asked, click Save File, then run the file.
- 2 Say "yes"**
Click Yes to start installing.
- 3 Stay online**
After installation, start Office and sign in with the account you use for Office 365: @edu.cbe.ab.ca.

At the bottom, there is a "Close" button and a "Need help installing?" link.

Just a few more steps...

Save File

Yes

1 Click Run
If asked, click Save File, then run the file.

2 Say "yes"
Click Yes to start installing.

3 Stay online
After installation, start Office and sign in with the account you use for Office 365: @edu.cbe.ab.ca.

Close Need help installing?

* Microsoft allows Office 365 Applications to reside on up to five (5) computers (PC and/or Mac's) per Student Account for school use.