OSX | How to download Office (student)

1. From your personal Mac, go to: http://portal.office.com. Enter your login information in the format:
   - *studentIDnumber***@edu**.cbe.ab.ca   *(eg. 001122334455@edu.cbe.ab.ca)*
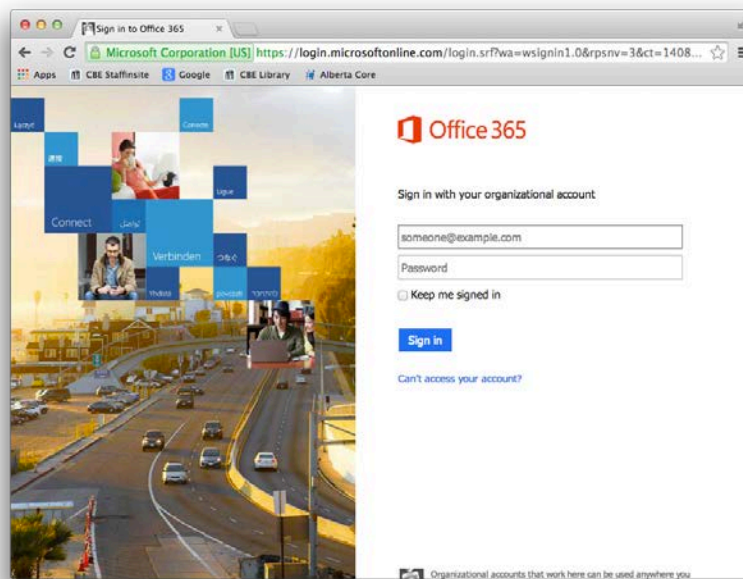
2. You will be asked to provide a CBE username and password. Enter in the format:
   - *studentIDnumber@edu.cbe.ab.ca*   *(eg. 001122334455@edu.cbe.ab.ca)*

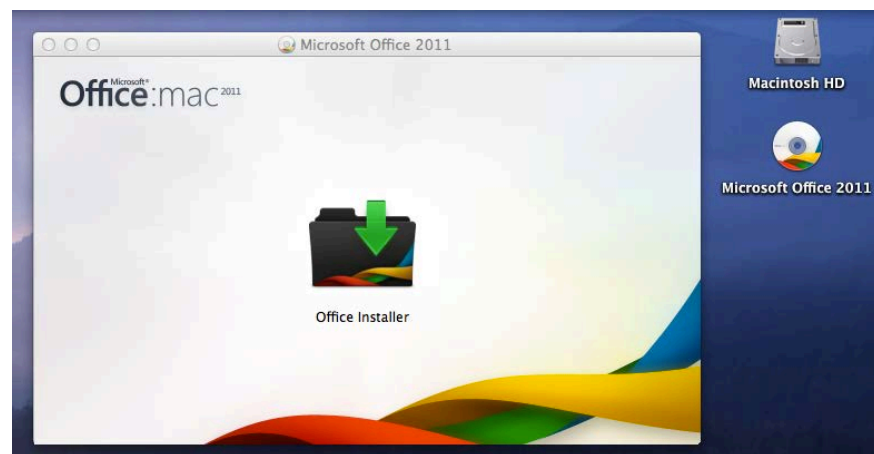learning | as unique | as every student
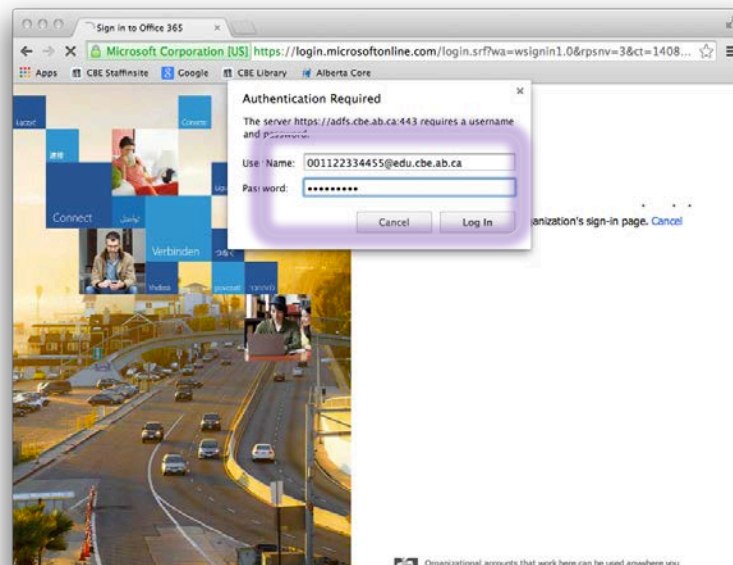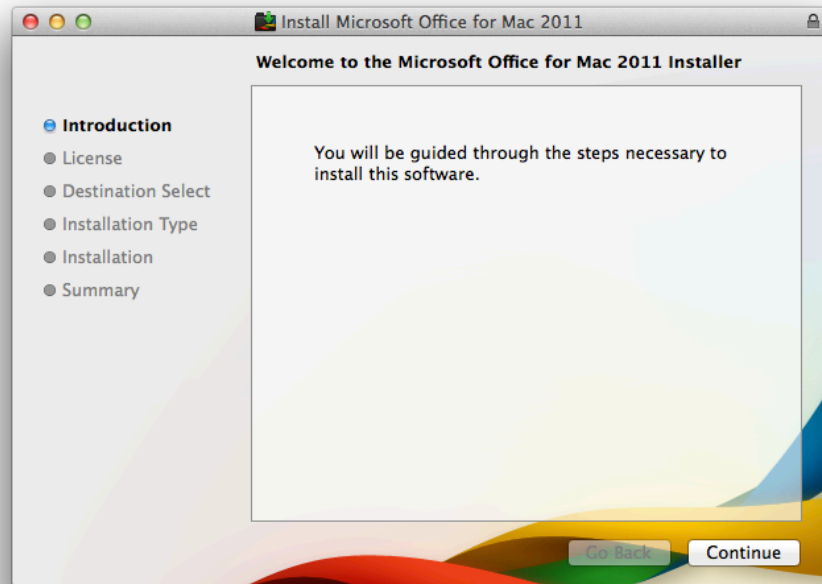
3. A software download page will appear. Choose 'Install'
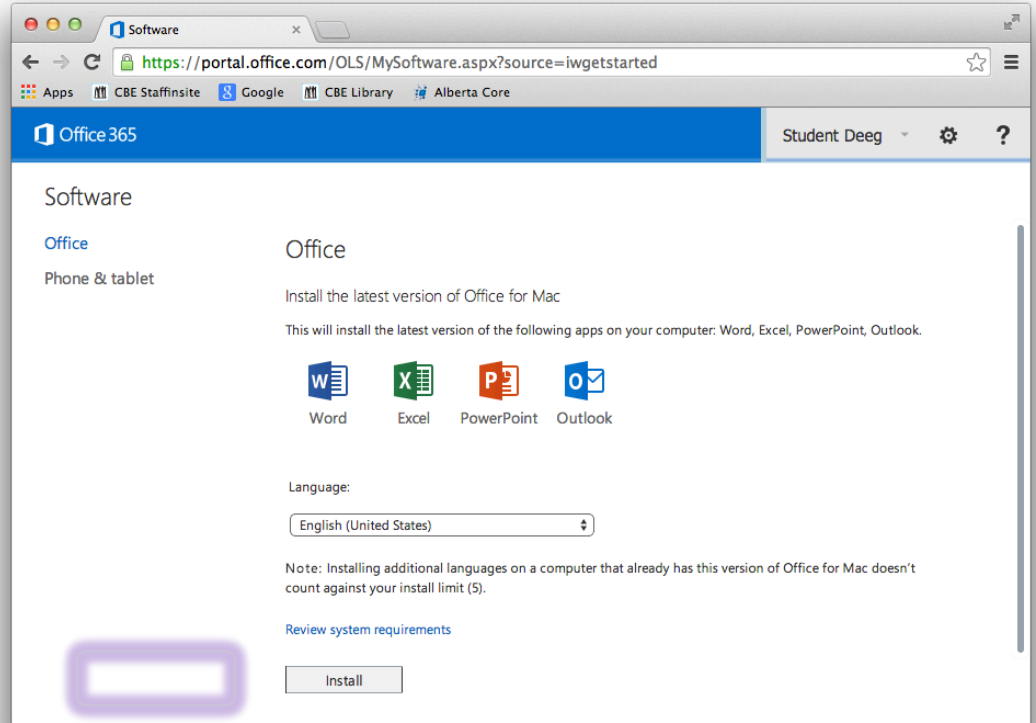
4. An installer file will download. Mount this image file.

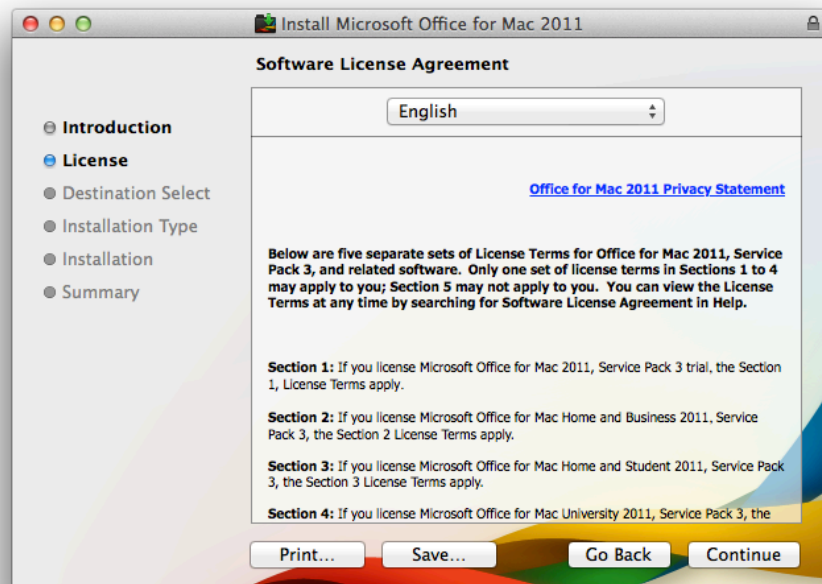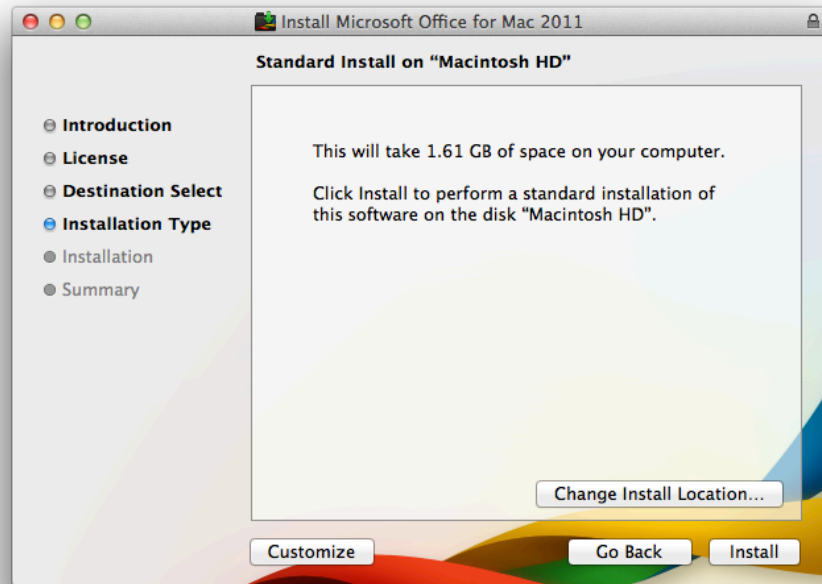5. The installer will mount on the desktop. Run the 'Office Installer'.

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6. The Office Setup Process will begin.

7. Continue through the setup process.

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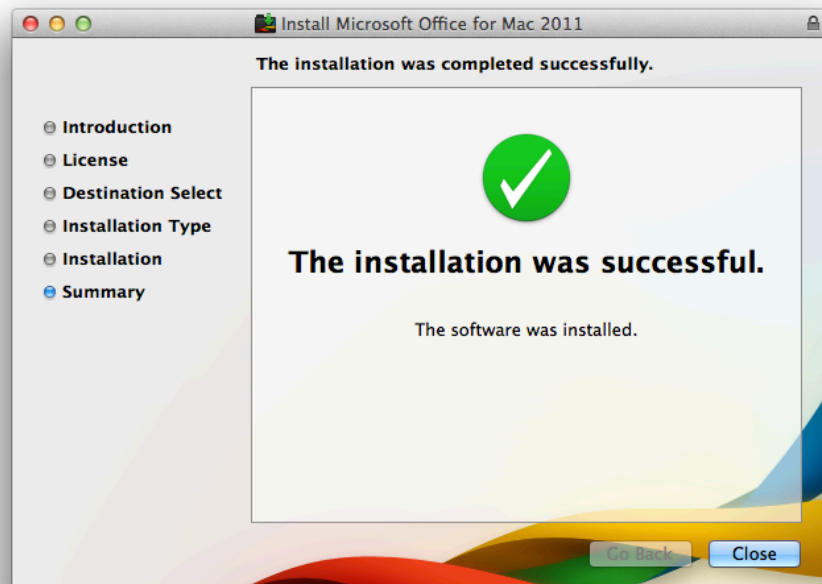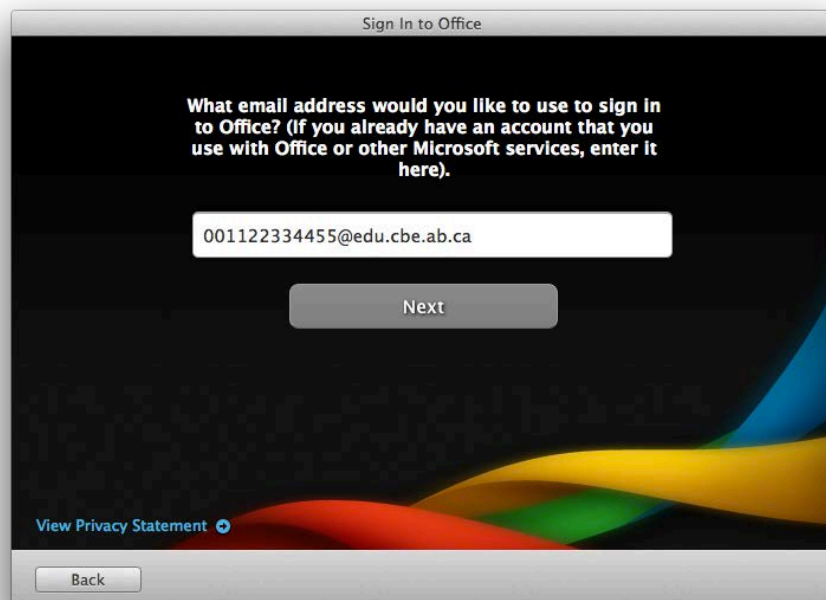
8. Continue through the setup process.
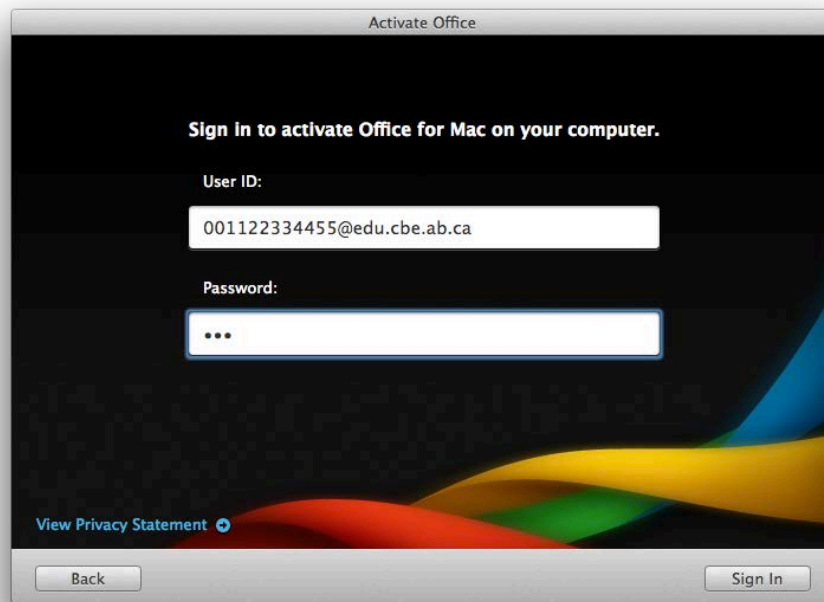

9. Setup will complete.

10. Once setup is complete, select 'Sign in to an existing Office 365 subscription'.

11. Sign in using your CBE Student ID Number in the following format:
   - *studentIDnumber*@**edu**.**cbe.ab.ca**   *(eg. 001122334455@edu.cbe.ab.ca)*

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12. Use your CBE password.

13. Office 2013 is now ready to use.

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