

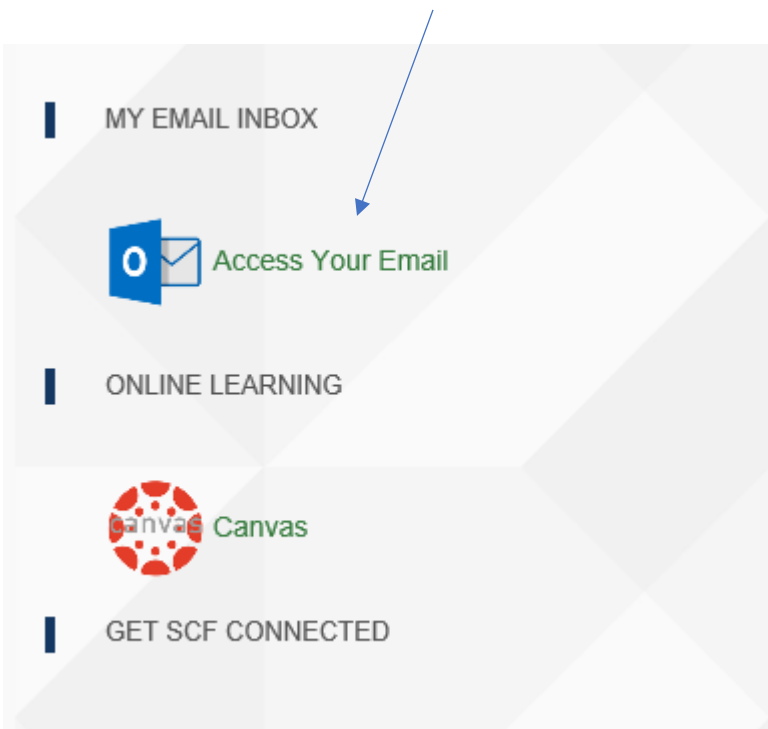


HOW TO INSTALL

Microsoft Office 2013 for Windows

WINDOWS INSTALLATION

1. Log into MySCF
2. On the home tab click on **Access Your Email**



3. Log in with your SCF email credentials.
Link: <https://outlook.office365.com>



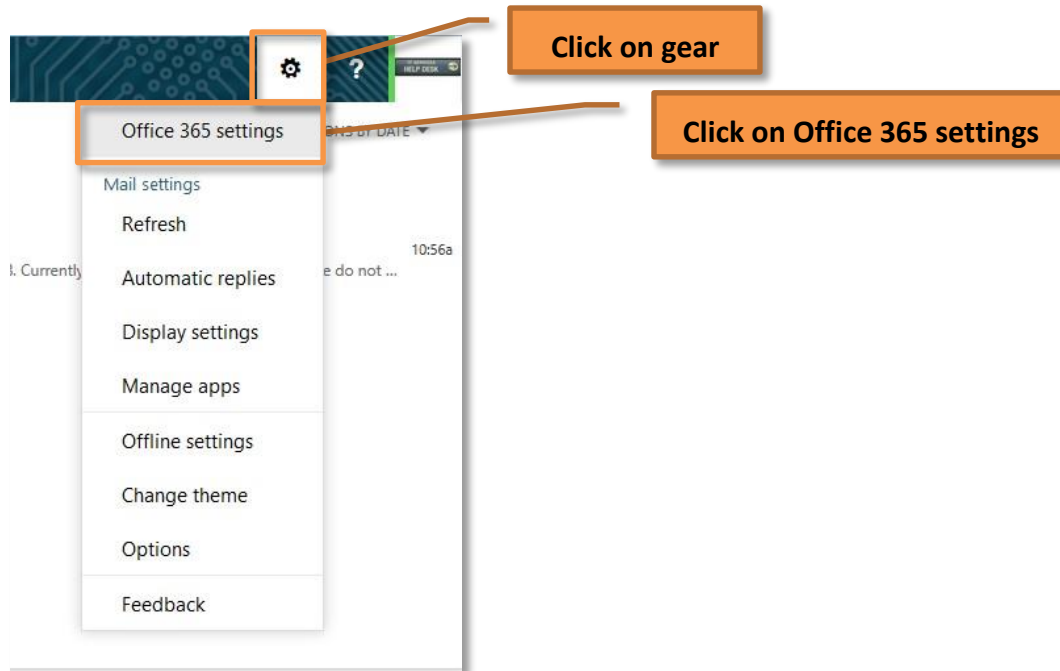
Last revision – 6/12/2015

Check your system specifications to the requirements as stated by Microsoft before Installation.

[http://technet.microsoft.com/en-us/library/ee624351\(v=office.15\).aspx](http://technet.microsoft.com/en-us/library/ee624351(v=office.15).aspx)

Microsoft Office 365 installation process:

4. Click on the **Gear** icon on the top right corner, then click on **Office 365 settings**.

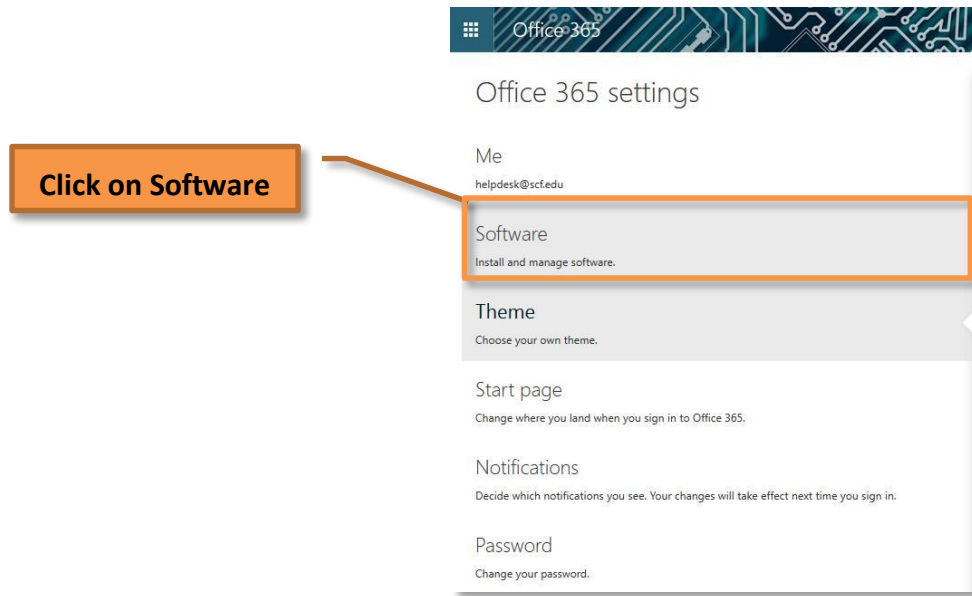


5. Left hand side column of Office 365 settings, Click on **Software**.

Last revision – 6/12/2015

Check your system specifications to the requirements as stated by Microsoft before Installation.

[http://technet.microsoft.com/en-us/library/ee624351\(v=office.15\).aspx](http://technet.microsoft.com/en-us/library/ee624351(v=office.15).aspx)

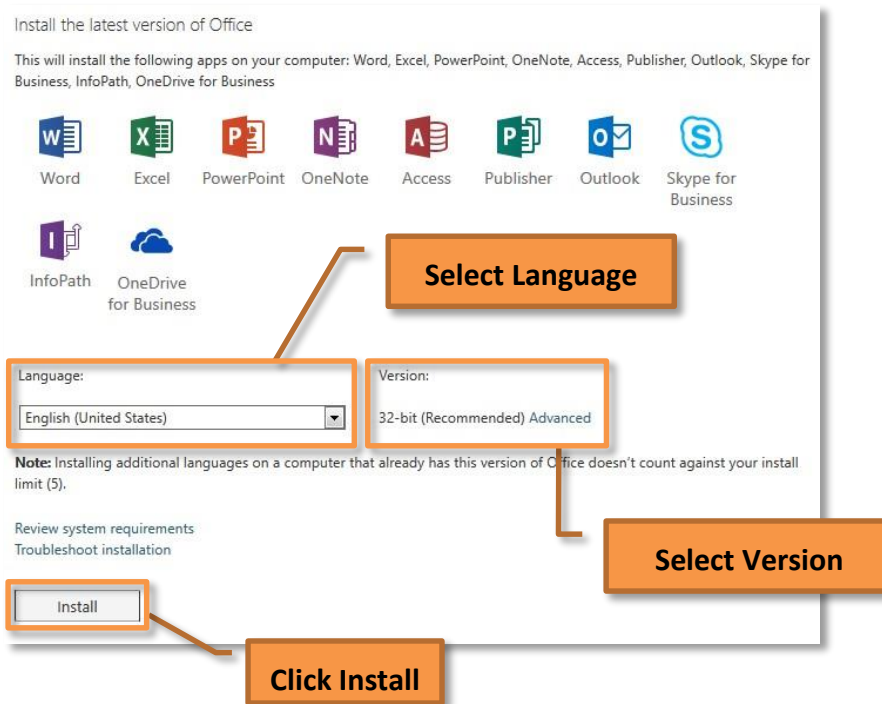


6. Scroll down to **Install the latest version of Office**
7. Select preferred **Language**.
8. Select **32-bit Version** Recommended.
9. Click on **Install**.

Last revision – 6/12/2015

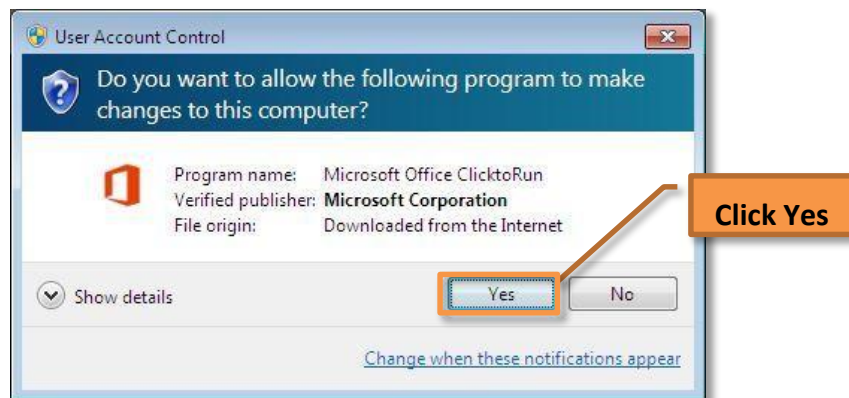
Check your system specifications to the requirements as stated by Microsoft before Installation.

[http://technet.microsoft.com/en-us/library/ee624351\(v=office.15\).aspx](http://technet.microsoft.com/en-us/library/ee624351(v=office.15).aspx)



10. Click **Run** when prompted.

11. When prompt by User Account Control, click **Yes**.



12. Office will continue to download and install...

Last revision – 6/12/2015

Check your system specifications to the requirements as stated by Microsoft before Installation.

[http://technet.microsoft.com/en-us/library/ee624351\(v=office.15\).aspx](http://technet.microsoft.com/en-us/library/ee624351(v=office.15).aspx)



13. Follow the prompts as you wait for office to download, Click **Next**.

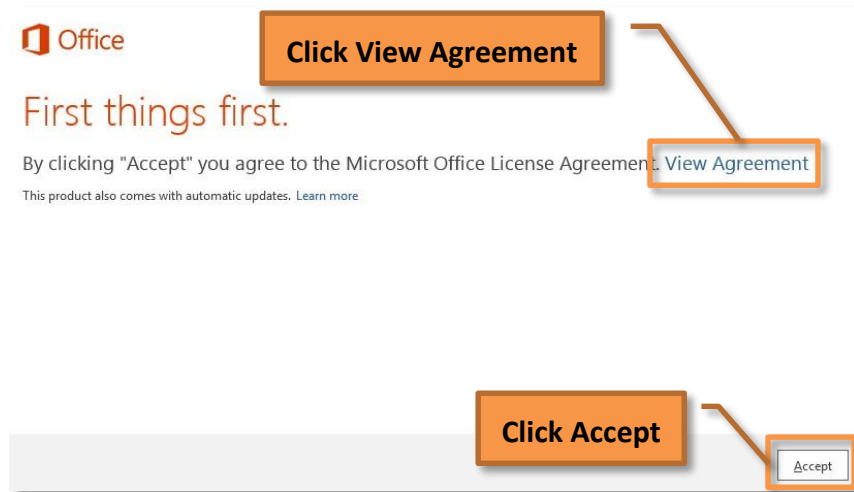


Last revision – 6/12/2015

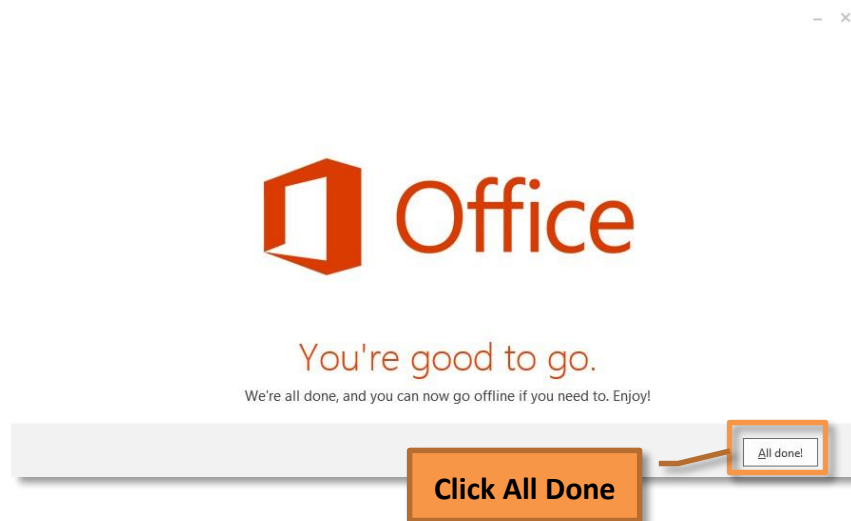
Check your system specifications to the requirements as stated by Microsoft before Installation.

[http://technet.microsoft.com/en-us/library/ee624351\(v=office.15\).aspx](http://technet.microsoft.com/en-us/library/ee624351(v=office.15).aspx)

14. **View Agreement**, then click **Accept**.



15. Installation is finished, Click **All done**.



Last revision – 6/12/2015

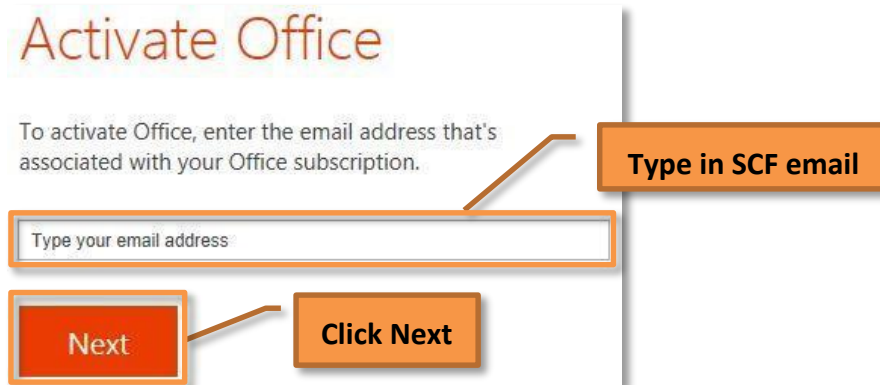
Check your system specifications to the requirements as stated by Microsoft before Installation.

[http://technet.microsoft.com/en-us/library/ee624351\(v=office.15\).aspx](http://technet.microsoft.com/en-us/library/ee624351(v=office.15).aspx)

Microsoft Office 365 Activation process:

16. Once downloaded, you will be prompt to activate Office, click **Next**.

17. Type your **SCF email address** and click **Next**.



18. If asked for more help, choose **Organizational Account**.

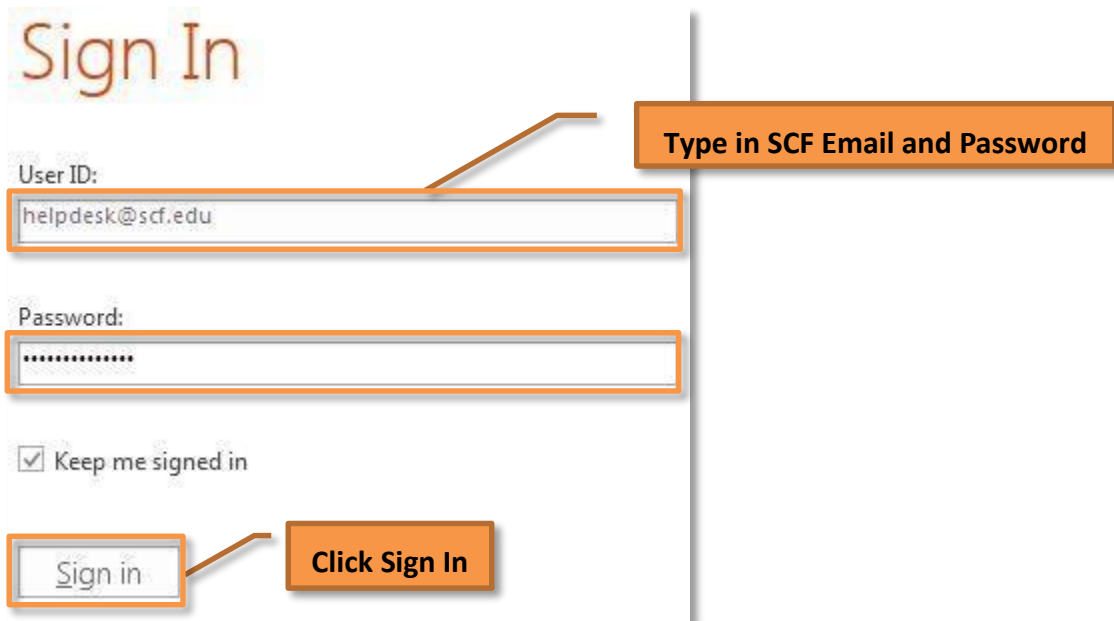


19. Sign in with your **SCF email address** and **SCF password**, then click **Sign In**.

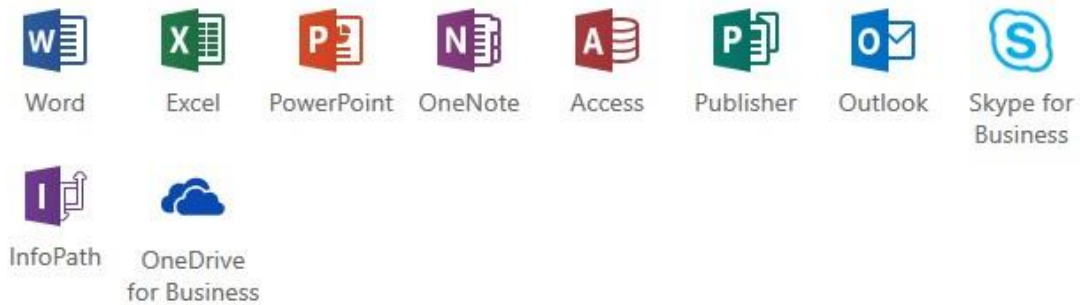
Last revision – 6/12/2015

Check your system specifications to the requirements as stated by Microsoft before Installation.

[http://technet.microsoft.com/en-us/library/ee624351\(v=office.15\).aspx](http://technet.microsoft.com/en-us/library/ee624351(v=office.15).aspx)



20. Now you are finished and ready to use your Microsoft Office 2013 software.



Last revision – 6/12/2015

Check your system specifications to the requirements as stated by Microsoft before Installation.

[http://technet.microsoft.com/en-us/library/ee624351\(v=office.15\).aspx](http://technet.microsoft.com/en-us/library/ee624351(v=office.15).aspx)