**Step 1:**

Open a web browser and type the following in the URL – portal.office.com

Your screen should look like **Figure 1**.

**Figure 1**

**Step 2:**

Enter your Heritage University email and click “Sign In” (do not enter a password).

You will be redirected to HU’s Sign In Page where you will enter your Heritage University email and password (see **Figure 2**).

**Figure 2**



**Step 3:**

Once signed in, you will see this page (**Figure 3**):

Click “Install”

**Step 4:**

Follow the three steps on the screen (**Figure 4**).

**Figure 3**





**Figure 4**

**Step 5:**

Once Office is finished loading, you will see this (**Figure 5**):

Click “Next” twice.

**Figure 5**

**Step 6:**

You will then have the option to take a tour. If you wish to take the tour, click “Take a look,” otherwise, click “No, thanks.”

**Step 7:**

Once you have completed the tour, or selected not to view it, the final screen will pop up (**Figure 6**). Click “All done.”

**Figure 6**