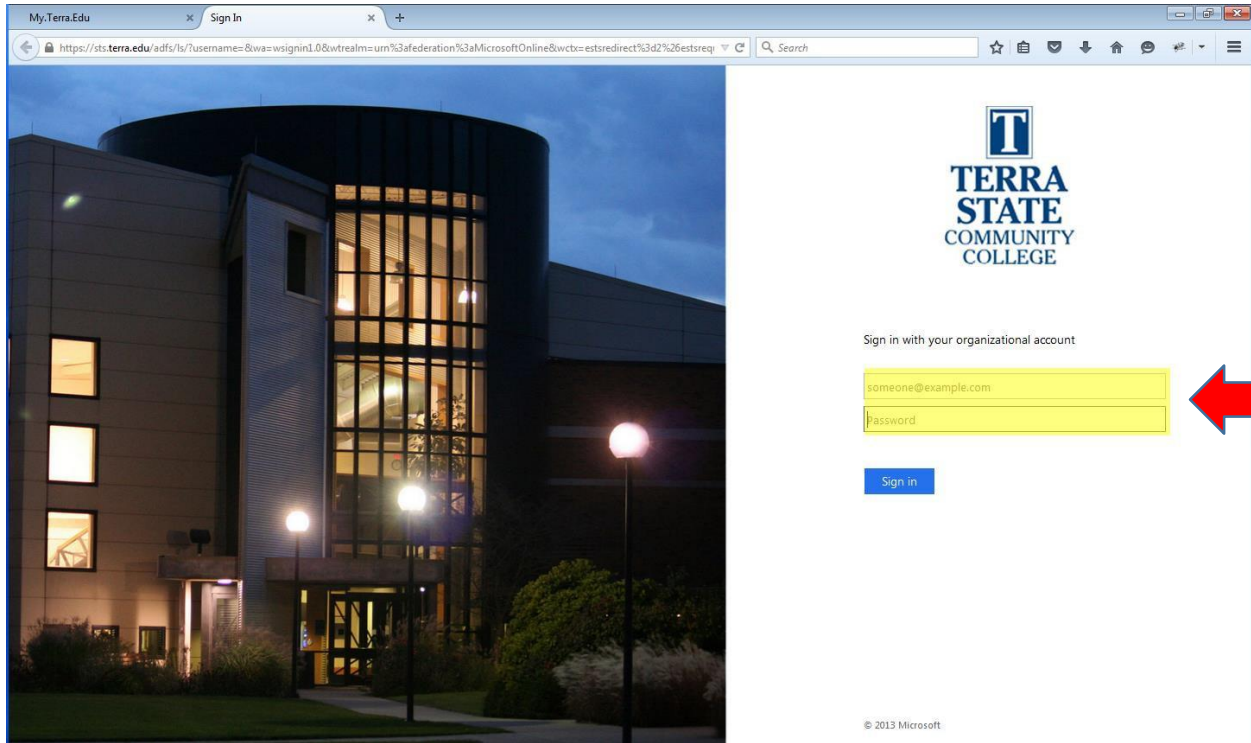
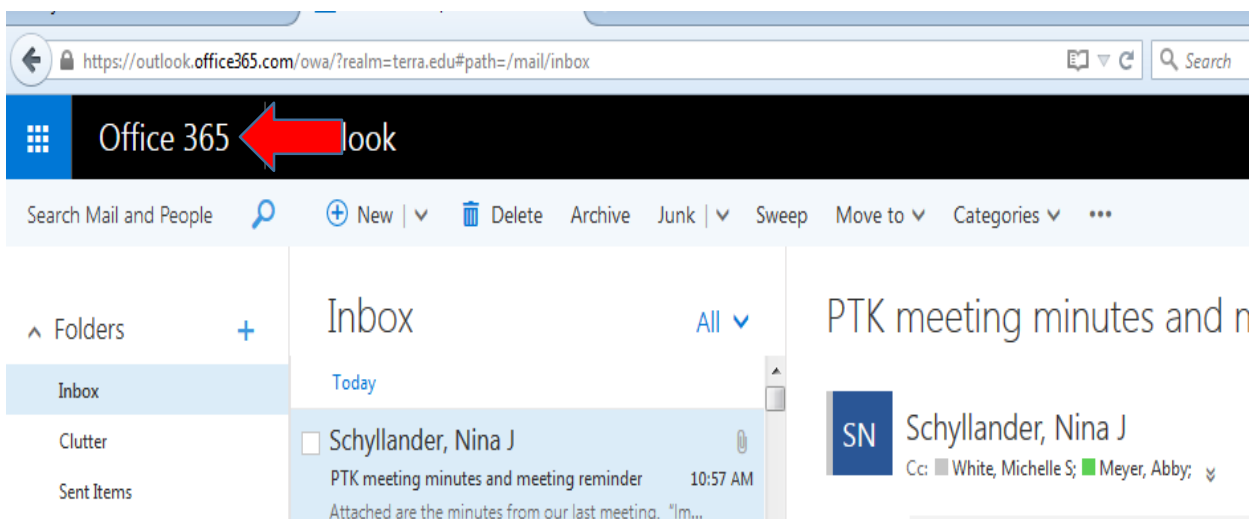


1. Sign in to the web mail using your Terra **username** and **password** *(make sure to put “@terra.edu after your username ex. Jsmith03@terra.edu)*

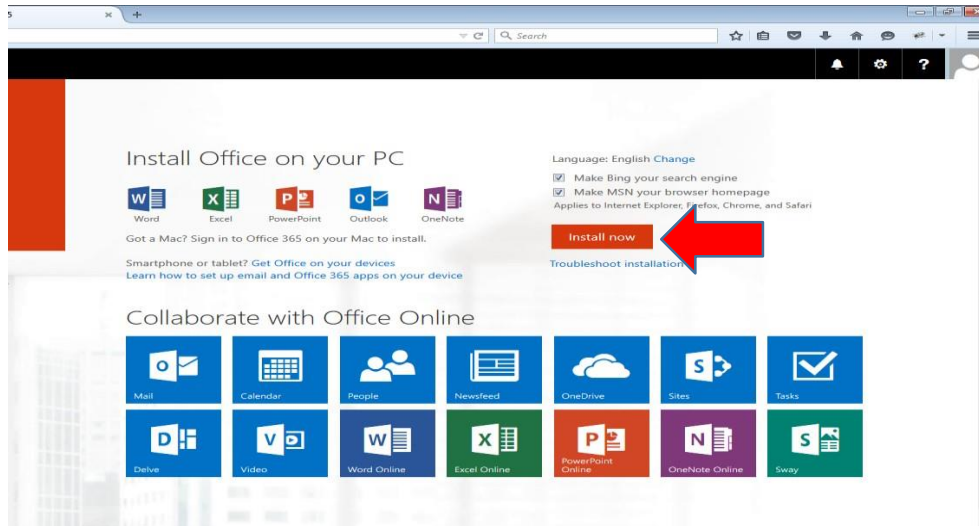


2. Once in your inbox Click the **Office 365 logo**

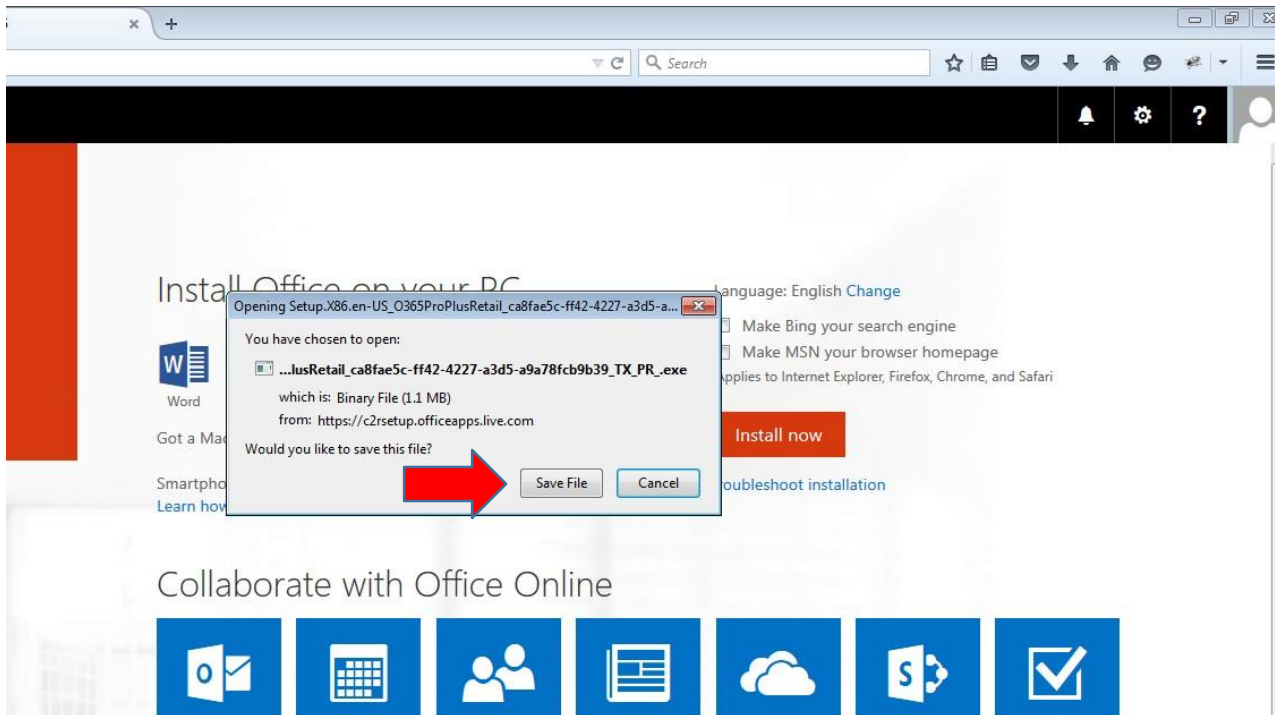


3. Click **Install now**

****Note: The installation speed will vary depending on your computer power and internet speed and if you have had an Office 365 subscription prior to this installation you may need to uninstall before attempting this procedure.****

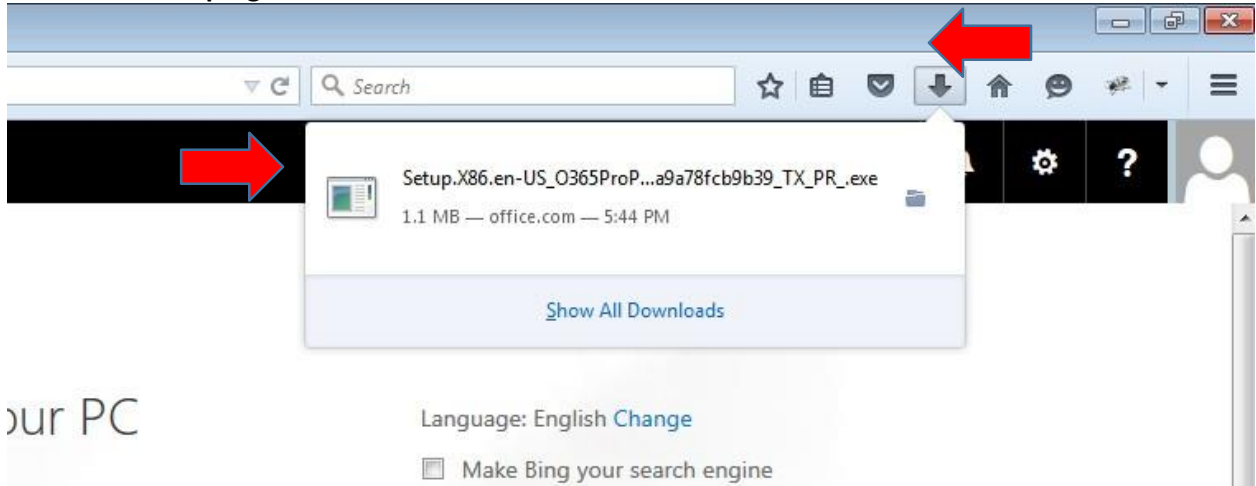


4. Click **Save File**



5. You may have to locate the install program in your downloads. This example shows how this is done in Mozilla Firefox.

6. Double Click the **program icon**



7. Click **Run**

****Note: The installation speed will vary depending on computer power and internet speed and if you have had an Office 365 subscription prior to this installation you may need to uninstall before attempting this procedure.****



If you have any problems please stop by the Library in Building B, room 301, or submit a help desk ticket for assistance from my.terra.edu/home/links. You may also call the help desk @ 419-559-2309 to have a help ticket created.