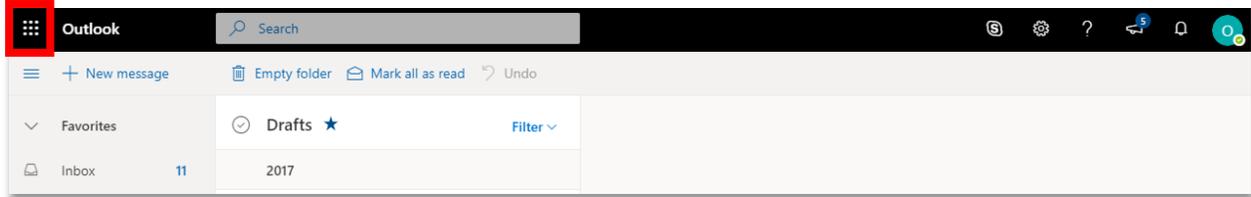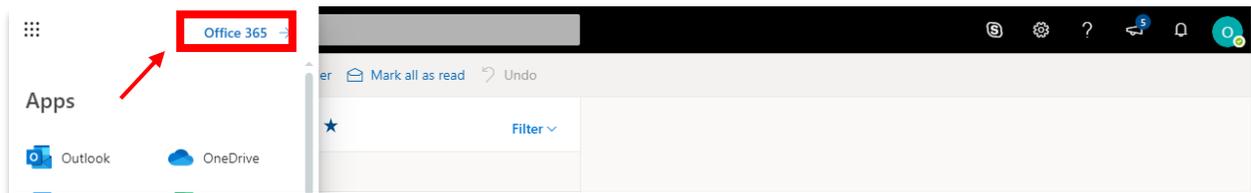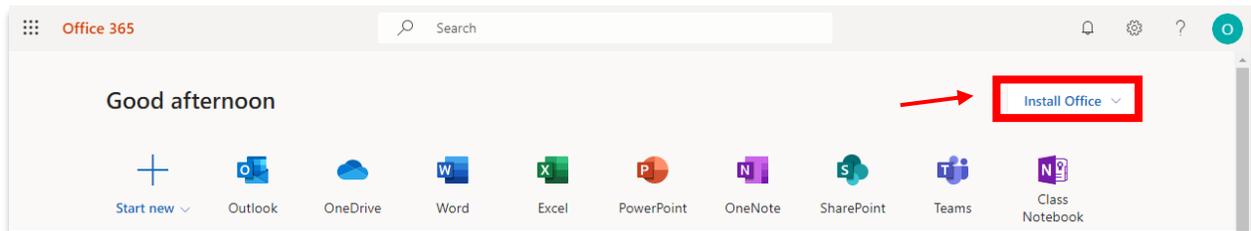# Installing your FREE copy of Microsoft Office

1. Log in to your LC student email account
2. Click the Menu (waffle) button on the black bar across the top of the email window. (see below)
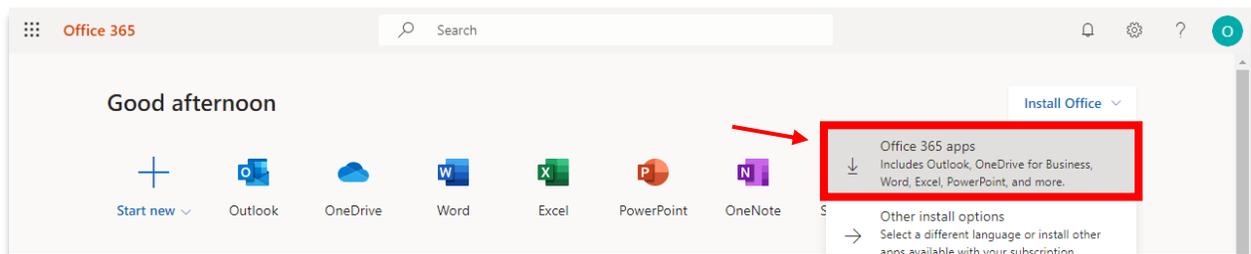

3. Locate the Office 365 link on the right side of the panel that appears. (see below)

4. At the new screen, locate the Install Office link on the right side of the window. (see below)

5. Choose Office 365 apps from the drop-down list. (see below)

6. Follow the instructions on the screen to complete the install.