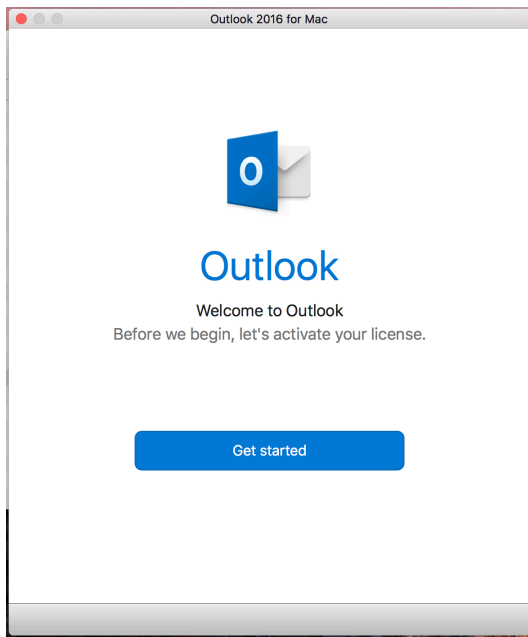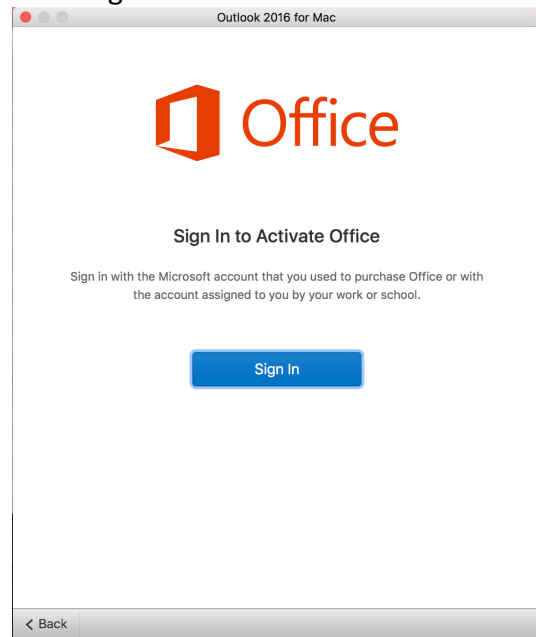# Activating Microsoft Office

1. Download and install the Microsoft Applications from Self-Service. Install the applications one at a time. Microsoft Outlook, Microsoft Word, Microsoft Excel, Microsoft PowerPoint and Microsoft OneNote.
2. The first Office application that you open will walk you through an activation process. (The process for Outlook is illustrated below. It will be similar for the other Office applications.
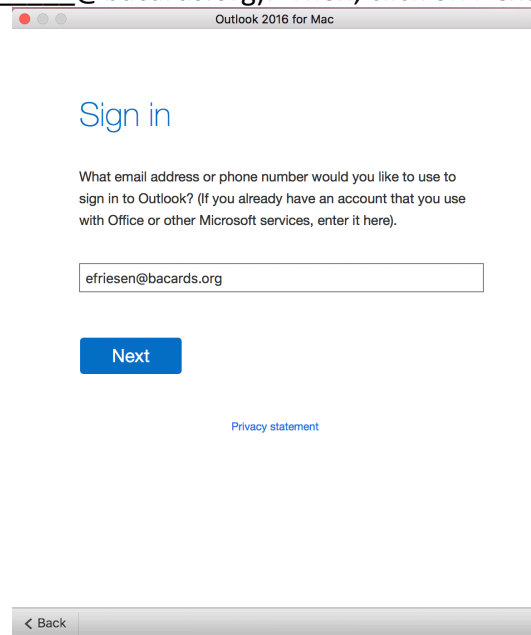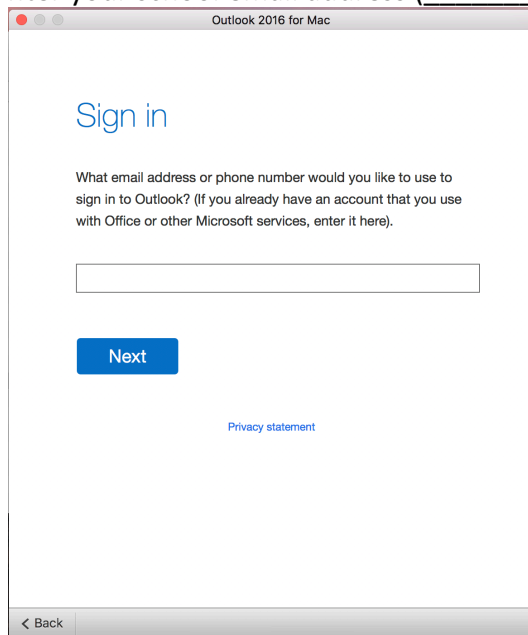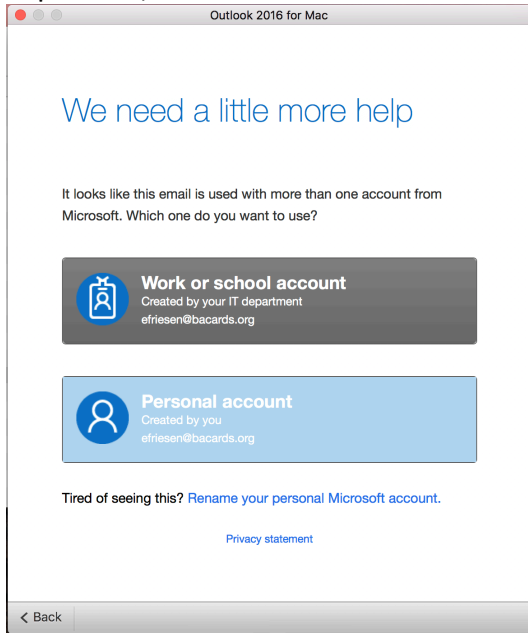
A. Click Get Started	B. Click Sign in

C. Enter your school email address (_____@bacards.org). Then, click on Next.	

Activating Microsoft Office

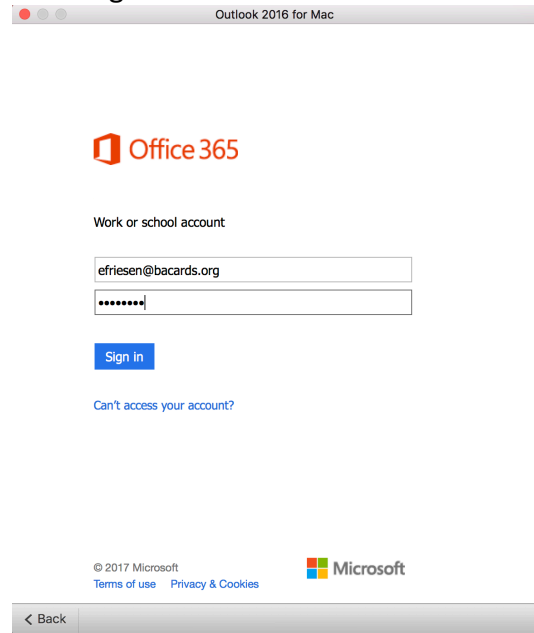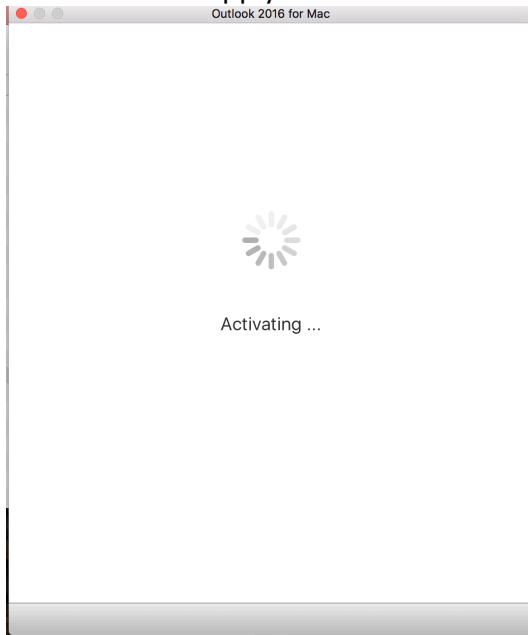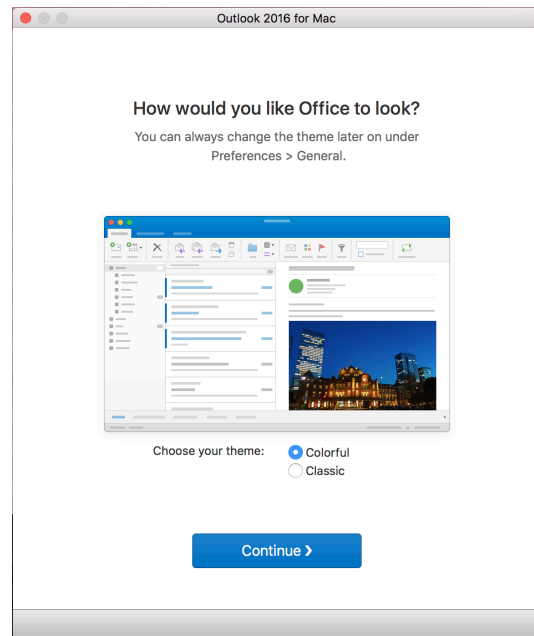|	
D. You _may_ be asked if the account is a Work/School or Personal Account. If you get this question, Select Work or School Account.	E. Enter your email address and password. Click on Sign In
F. It will check with the Microsoft servers for your account and apply the license.	G. You may be asked to personalize your settings. Choose your personalization and click on Continue.

Activating Microsoft Office

After you personalize, you will be able to click to Start Using _____