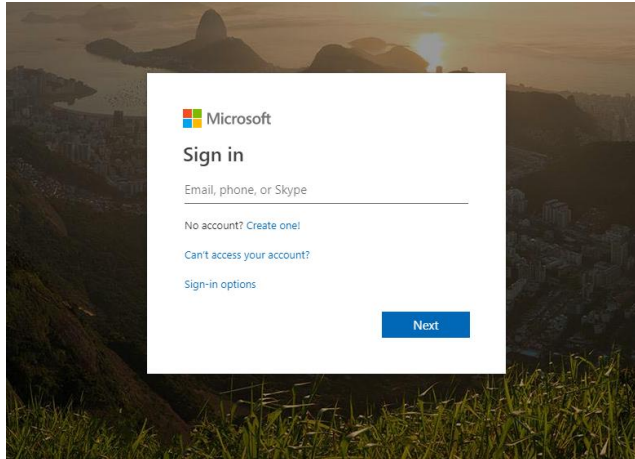


Student Advantage - Installing Office 365 on Multiple Devices

Your Dell Laptop already has Office 365 installed. This section is for your other home PCs or laptops that don't have it yet. You are able to install Office 365 on 5 devices.

1. Navigate to the Office portal at: <https://portal.office.com>.
2. Enter your school email address and click **Next**.



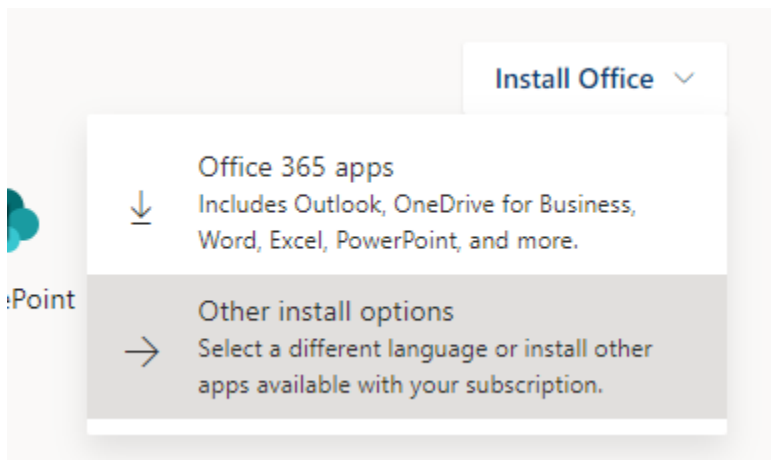
3. Sign into the myHALO page with your school email address and password.



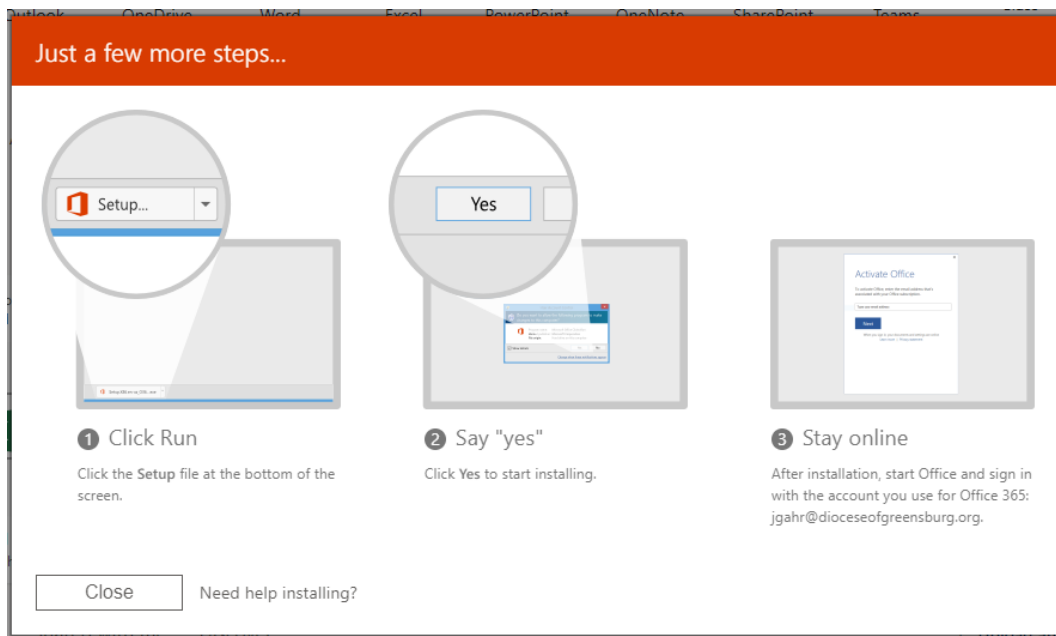
4. At the top of your portal page click the drop down menu for Install Office



5. Select Office 365 apps.



6. Follow the steps in the pop-up on your device.



Office will be installed in the background. You will receive notification when the installation is complete. This may take up to 10-15 minutes depending on the speed of your internet connection.