

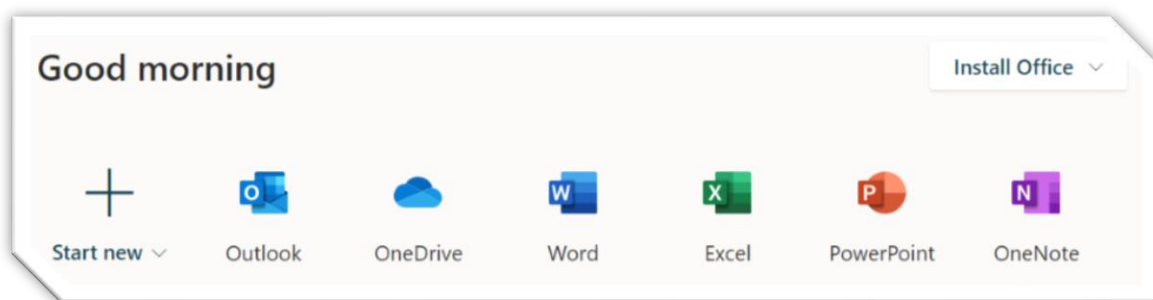
Prince Avenue Christian School



Installing Microsoft Office on a Personal Computer

Your PACS Office 365 account allows you to install Microsoft Office on up to 5 devices.
The steps to do this are listed below:

- Open <https://portal.office.com/> on your preferred web browser (Firefox, Safari, Chrome, Internet Explorer, etc)
- Login with your PACS email and password
- Click "Install Office" then click Office 365 apps
- Find and run (double-click) the downloaded installation file
- Follow the installation instructions that appear.
- When the installation is finished you will be prompted to login with your PACS email and password in order to activate the installation.



More detailed instructions from Microsoft can be found here: <https://support.office.com/en-us/article/download-and-install-or-reinstall-office-365-or-office-2019-on-a-pc-or-mac-4414eaaf-0478-48be-9c42-23adc4716658>

Office 365 Software for Windows

Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Skype for Business, OneDrive for Business



Office 365 Software for Mac OSX

Word, Excel, PowerPoint, Outlook and OneNote.

