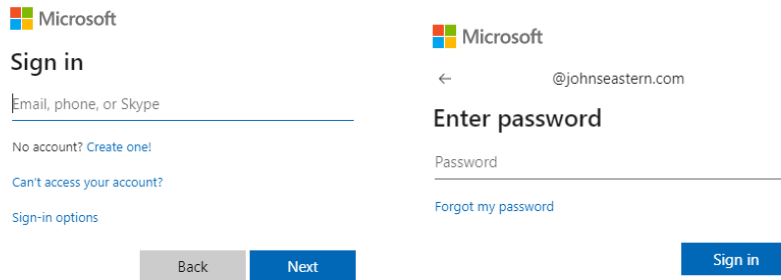
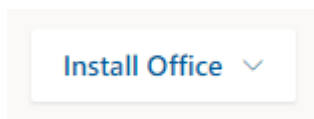


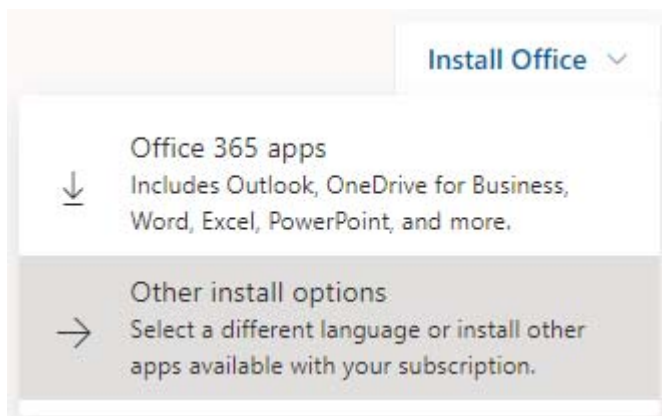
On your VDI, sign into portal.office.com using your Johns Eastern email and password.



Click the Install Office drop-down in the top-right of the page.

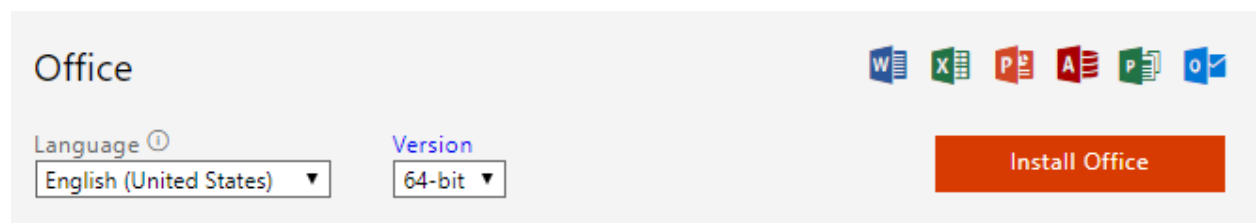


From the drop-down, click Other install options.



A new page will open.

Leave the dropdowns to the default options and click Install Office.



A pop-up will appear directing you on how to finish installation depending on your browser.

Follow the step-by-step instructions and prompts provided by Microsoft.