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

Microsoft Sign in Email, phone, or Skype			Microsoft						
			~	@johnseastern.com					
			Enter p	assword					
No account? Create one!			Password	Password					
Can't access your account?			Forgot my pa	ssword					
Sign-in options									
	Back	Next		Sign in					

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.

Office		w	x≣	P	A	P	0
Language <sup>①</sup> English (United States) ▼	Version 64-bit ▼			Ins	tall Of	fice	

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.