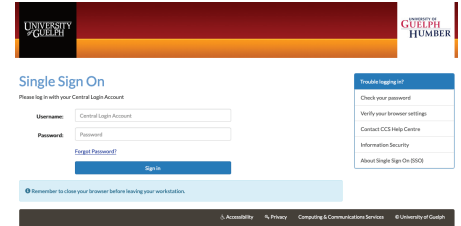
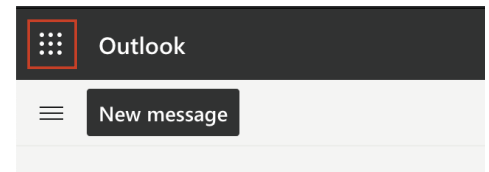


Installing Microsoft Office 365 on a Personal Computer

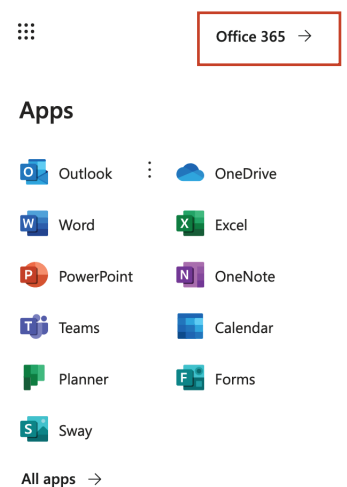
1) Login to your GryphMail (mail.uoguelph.ca) using a browser.



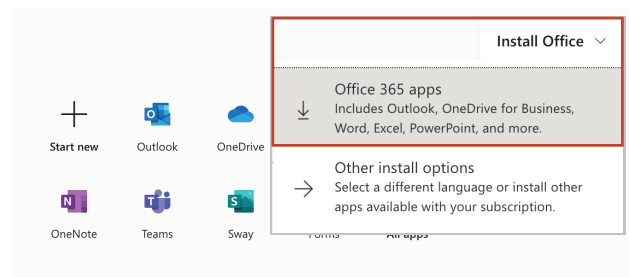
2) Click on the "**Bento**" menu icon, located in the upper left corner.



3) Click on the "**Office 2016**" button, located in the upper right corner of the pop up menu.



4) Click on the "**Install Office**" pull down menu and install **Office 365 apps**. This will start your Office365 download.



Once the installation is completed, activate Office by signing in with your Gryphmail account: UserID@guelphhumber.ca