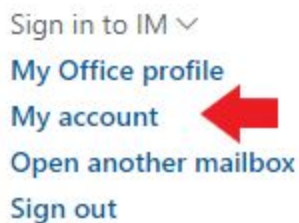


## Installing Microsoft Office from LSCPA

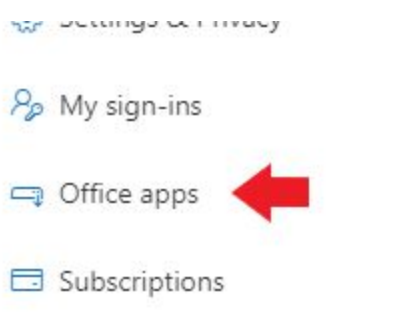
1. Go to the LSCPA website at [www.lamarpa.edu](http://www.lamarpa.edu).
2. Click on the [MyLSCPA](#) link at the top of the page.
3. Log in with your MyLamarPA username and password.
4. A new browser window will open and you will see a login box. Log in with your MyLamarPA username and password.
5. The Ellucian Experience page will appear. Select **Office 365**



6. Your email will appear.
7. Click on the round **Account** icon (your initials or your photo) on the top right corner of the window.
8. Click on the **My account** link on the menu.



9. Click on the **Office Apps** link on the menu.



10. The My account page shows the number of installs for Office 365 ProPlus you have already performed. You may have up to 5.
  - If you already have 5 and need to install on another device, you must first [deactivate one of the installations](#).

- If you have fewer than 5, click on **Install Office** to begin the installation.



11. A pop-up window showing basic instructions and a link to additional help will open. You may **close** this window when you are done reviewing the information.
12. You will then be prompted to Run or Save the Office setup program, or cancel out of the installation. Click on **Run**.
13. Allow the installation to run and follow all on-screen instructions. It may take several minutes to complete.
14. When the installation is complete, you can check it by going to the **Start** menu and looking for Access, Excel, Word, or other Office 365 ProPlus applications.
15. The first time you open one of the Office 365 ProPlus applications, you will need to **accept** a licensing agreement to use the software.