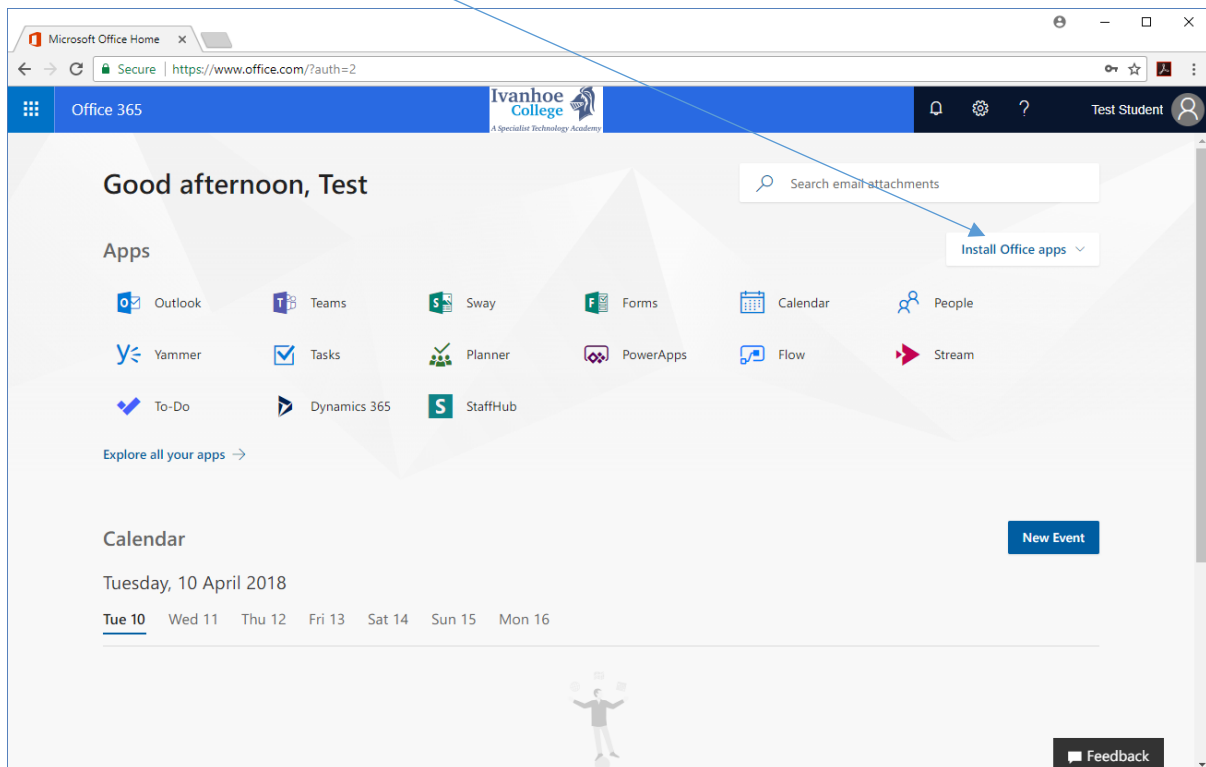


Downloading Microsoft Office

These instructions have been created on a PC. The same instructions apply to Apple computers however there will be slight variances with the install process.

1. Visit www.office.com and click “Sign-In”. Follow the steps and sign in with your Ivanhoe provided e-mail address and password.
2. Once you have signed in, you should see a screen similar to the one shown below. From here select “Install Office Apps” followed by “Office 2016” from the drop down menu



Continue to follow the on screen instructions to complete the download and installation of Microsoft Office.

Please note that the download is a large file, may take some time to complete depending on your internet connection speeds and will also count towards any monthly usage limit that you may have with your internet supplier.

If you require any further assistance please contact office365support@ivanhoe.co.uk