

SYSTEM REQUIREMENTS

COMPONENT REQUIREMENT

Computer and processor

Windows OS: 1.6 GHz or faster, 2-core. 2 GHz or greater recommended for Skype for Business

macOS: Intel processor

Memory

Windows OS: 4 GB RAM; 2 GB RAM (32-bit)

macOS: 4 GB RAM

Hard disk

Windows OS: 4 GB of available disk space

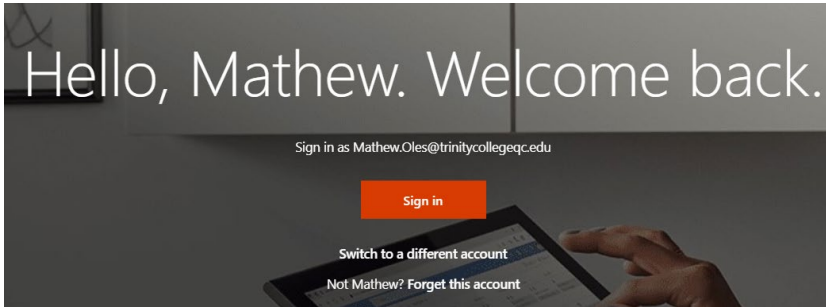
macOS: 10 GB of available disk space; HFS+ hard disk format (also known as macOS Extended) or APFS

Updates may require additional storage over time.

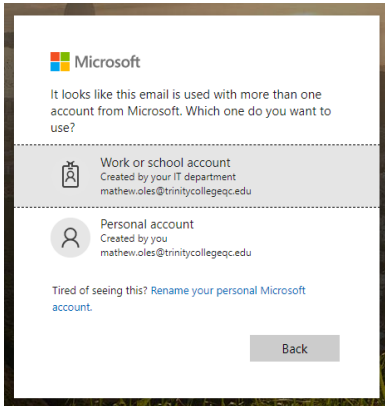
Microsoft Office 365

How to install Microsoft Office 365 onto your personal computer:

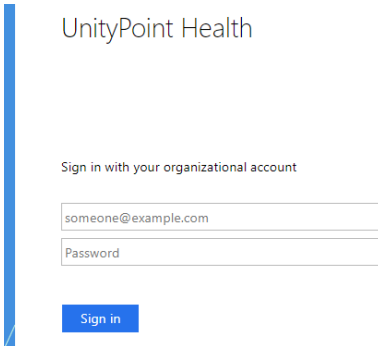
1. Open browser click on this link <https://www.office.com/>
2. Click on SIGN IN



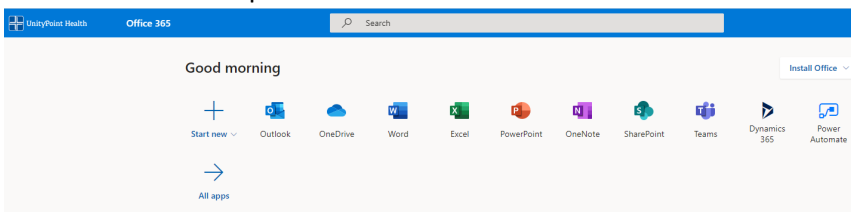
3. Click on WORK OR SCHOOL ACCOUNT



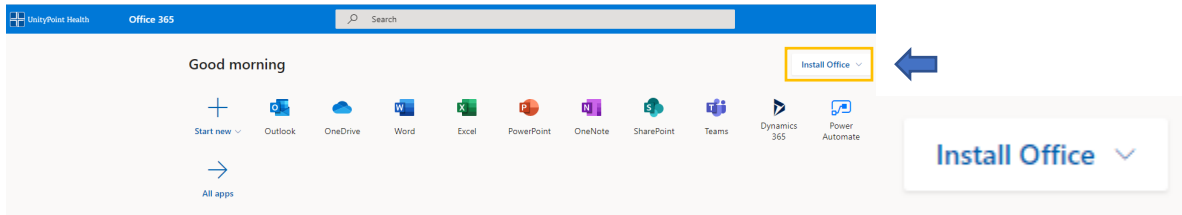
4. A UnityPoint Health organizational account window appears. Fill in your first.last@trinitycollege.edu student email and your personal password. Click on SIGN IN



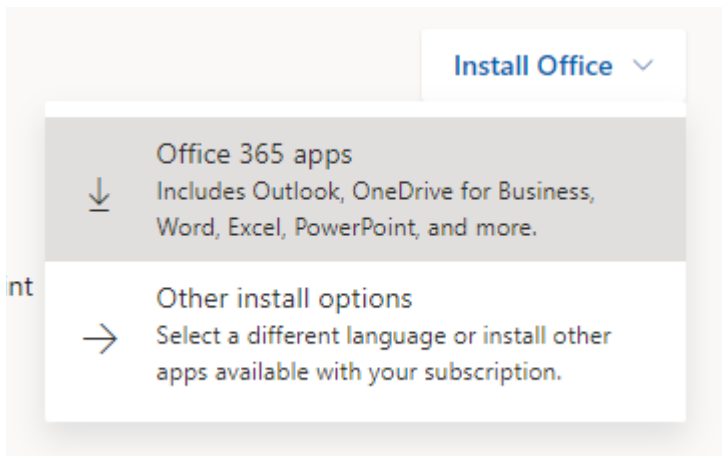
5. Office 365 Cloud is opened.



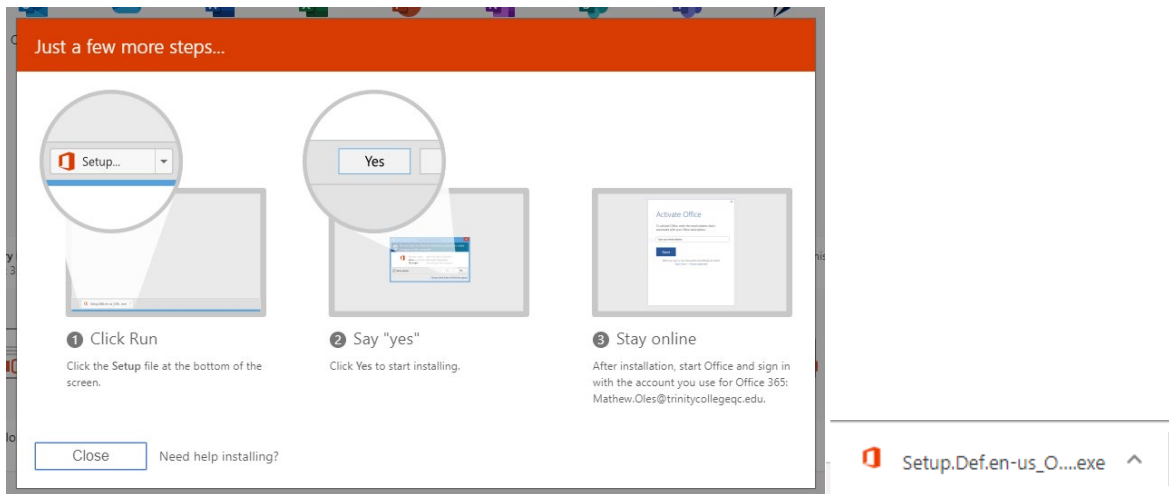
6. You can work on these cloud versions of Office, however, to download onto your system there are a few more steps. There is a button on the upper right of the menu called INSTALL OFFICE



7. A drop-down menu appears. Select Office 365 apps. This will begin the process to install Office 365 to your device.



8. A window appears describing how to run the downloaded SETUP execution app. Single left Click on the SETUP.DEF.EN-US_O....exe file found on the bottom left of your downloader footer.



9. Follow the on-screen instructions
10. Once the app has fully downloaded go to the Windows start menu and select anyone of the Microsoft Office 365 apps to begin the process of registering your account.
11. You will be prompted multiple times to sign-in with your first.last@trinitycollegeQC.edu student email and password just follow the screen prompts till your fully registered.