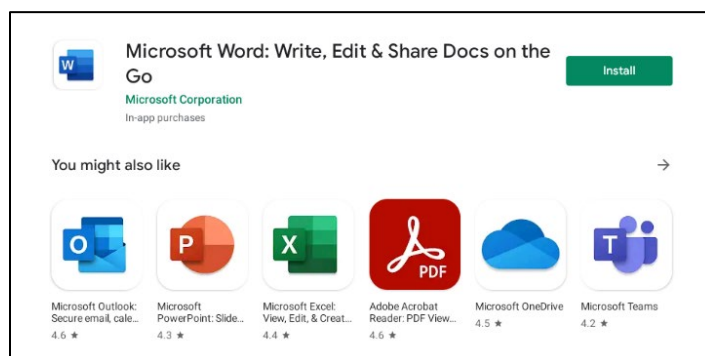
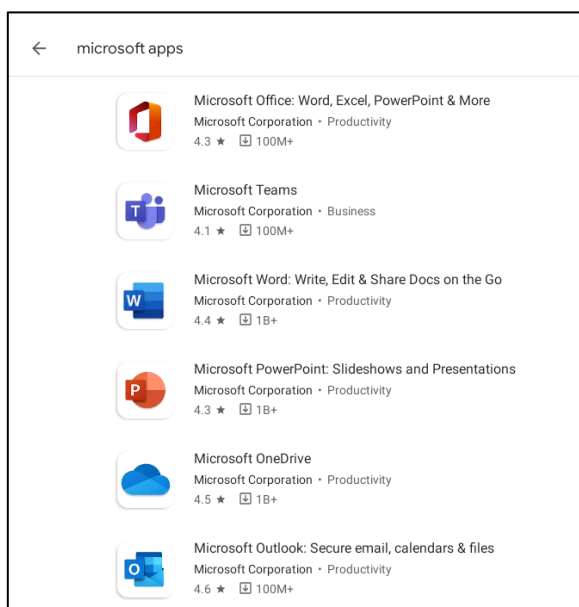
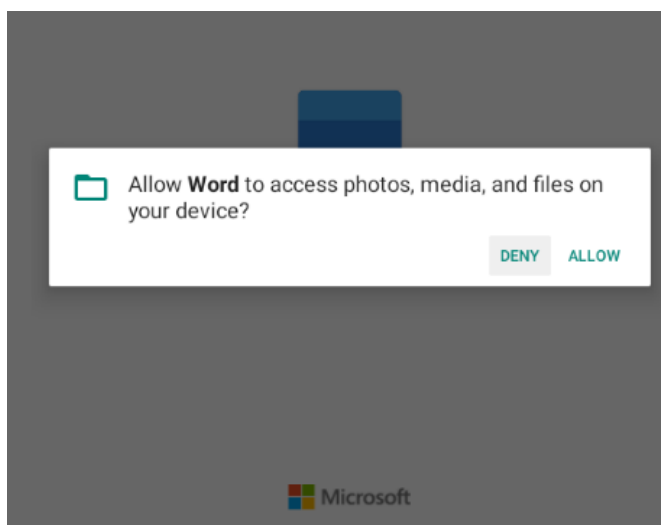


How to Install And Activate MS Office On A Chromebook With Jackson College Credentials

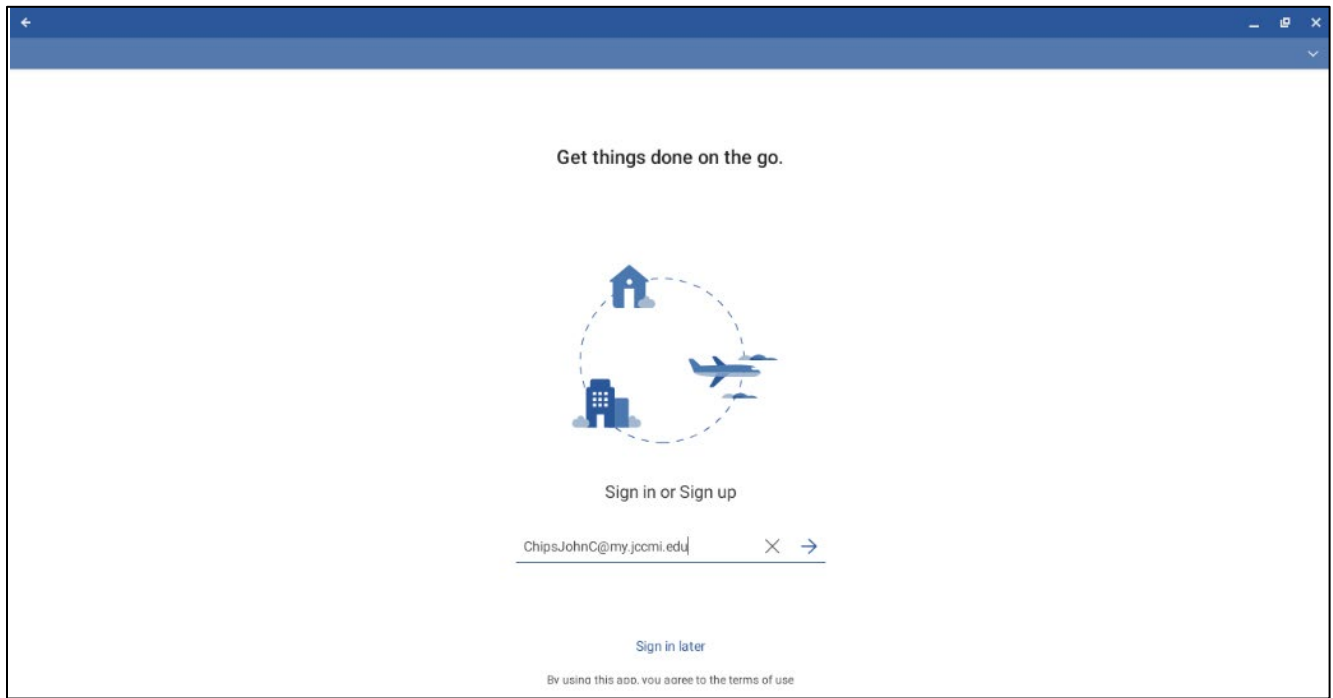
1. To install and activate MS Office applications on a Chromebook, open the Google Play store and search for the Microsoft Office applications you'd like to install.
 - a. We recommend installing each program individually (i.e. Word, Excel, PowerPoint, etc.) rather than installing the single "Microsoft Office" application.



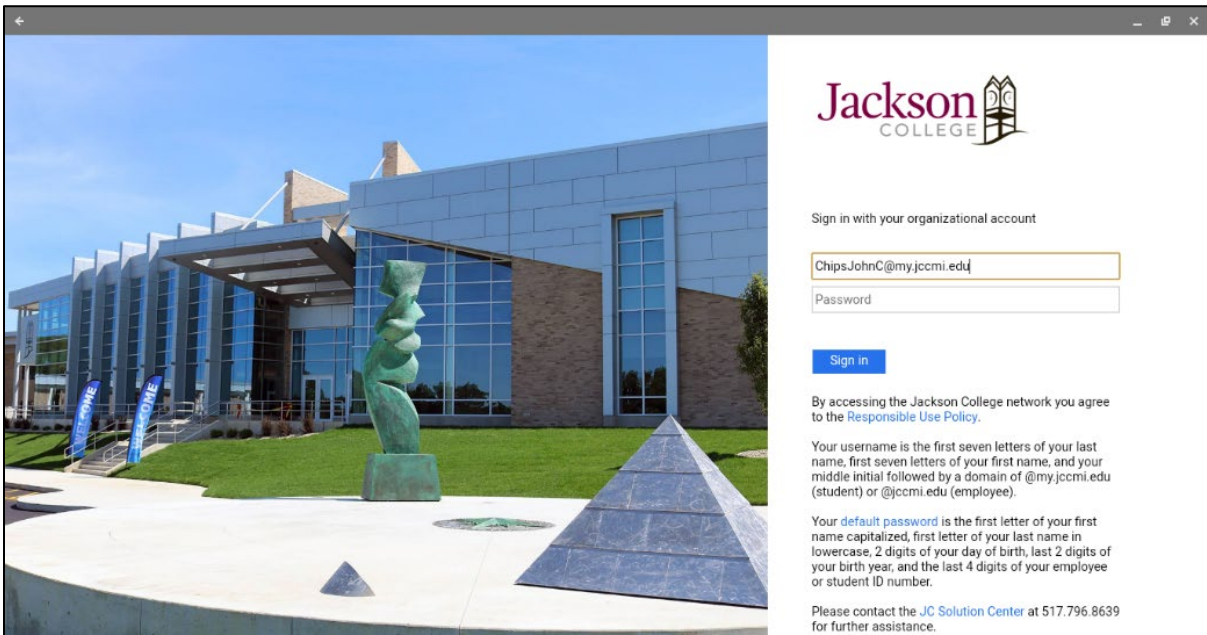
2. Now that you've installed the Microsoft apps from the Google Play store, you'll need to activate them with your Jackson College credentials. We recommend doing this with the Microsoft Word app.
 - a. Open Microsoft Word. You will likely see the pop-up message below, select "Allow".



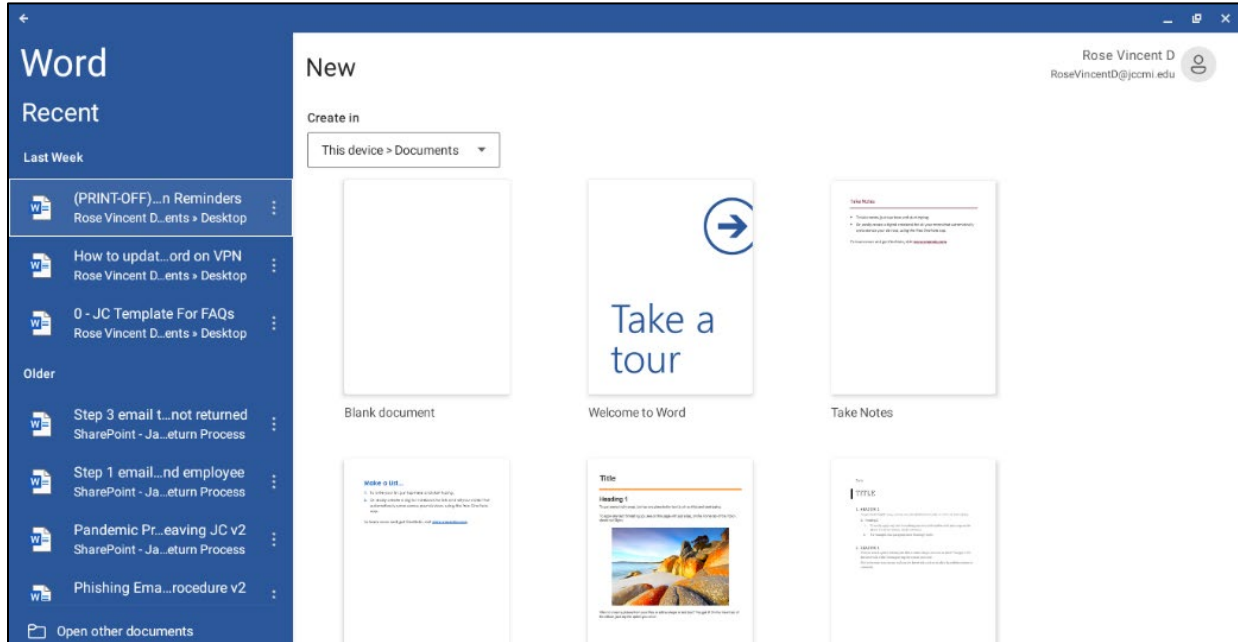
3. Next you will be prompted to “Sign in or Sign up” with an email, you will want to enter your JC email here.



4. After you enter your JC username in the screen above and click the “→” symbol, you’ll then be redirected to the Jackson College login screen below. Sign in with your JC username and password on this screen.



5. Once you've signed into the screen in step 4, all of the Microsoft applications (Word, Excel, PowerPoint, etc.) will be activated with your Jackson College credentials.
- You can verify this by looking in the upper right-hand corner for your JC email address.



If you notice any issues with the Microsoft Office applications, try restarting your computer. If that does not resolve the issue, contact the Solution Center at 517-796-8639 or at jcsolutioncenter@jccmi.edu.