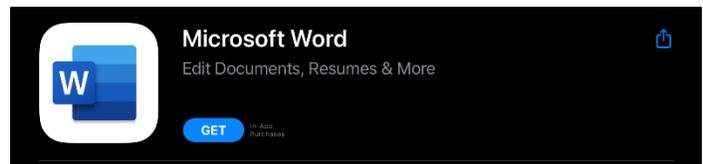
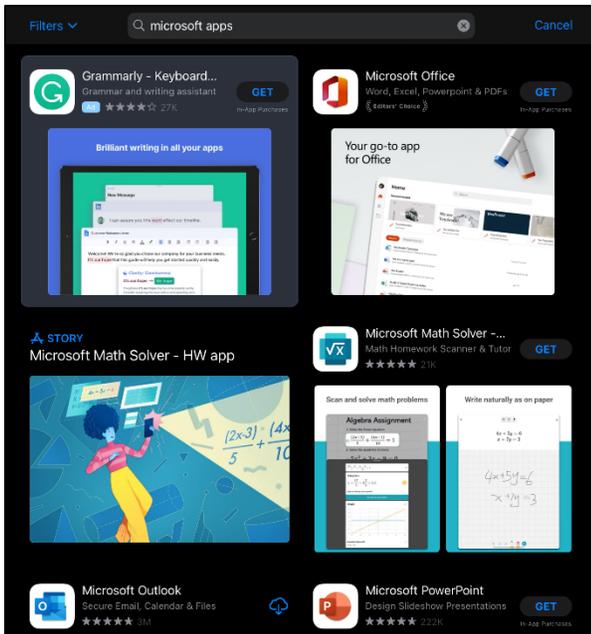
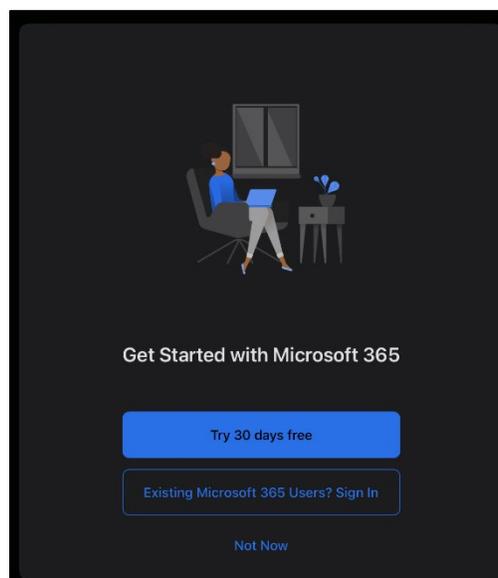


How to Install And Activate MS Office Apps On An iPad With Jackson College Credentials

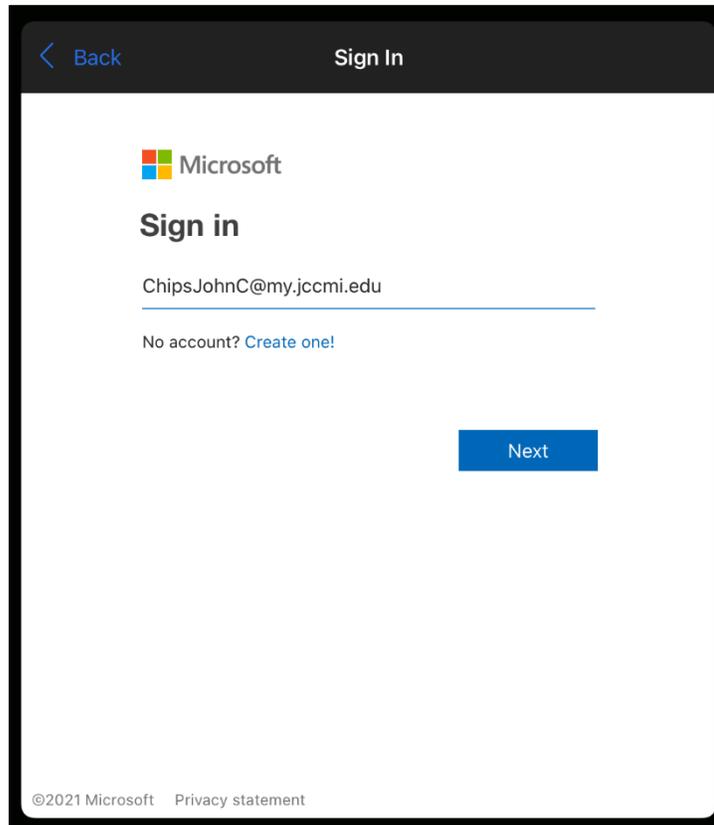
1. To install and activate MS Office applications on an iPad, open Apple's App store and search for the Microsoft Office applications you would like to install.
 - a. We recommend installing each program individually (i.e. Word, Excel, PowerPoint, etc.) rather than installing the single "Microsoft Office"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



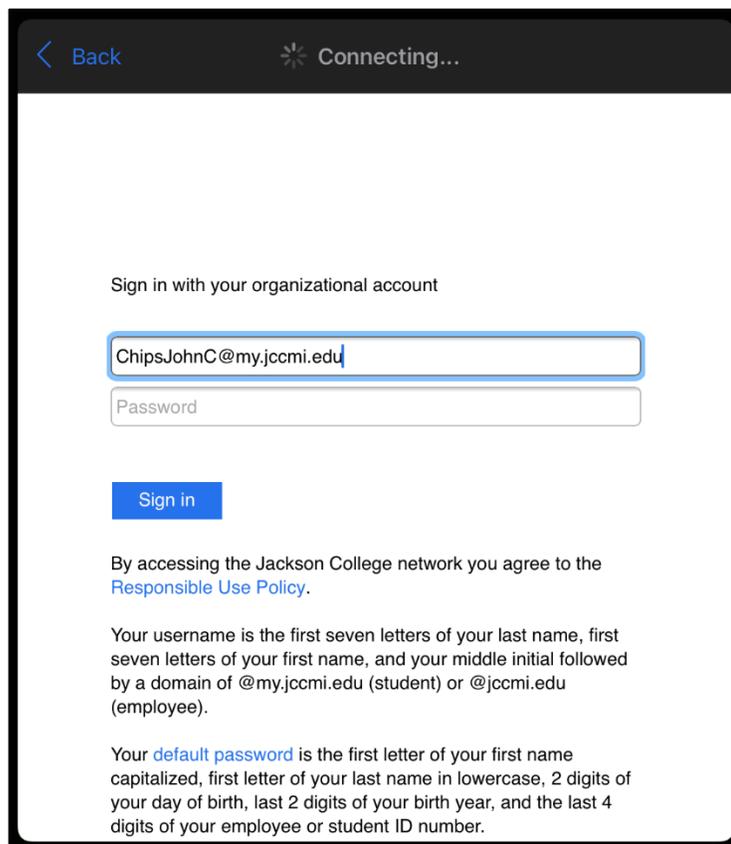
2. Now that you have installed the Microsoft apps from the App store, you'll need to activate them with your Jackson College (JC) credentials. We recommend doing this with the Microsoft Word app.
 - a. Open Microsoft Word. You will likely see the pop-up message below, select "Existing Microsoft 365 Users? Sign In".



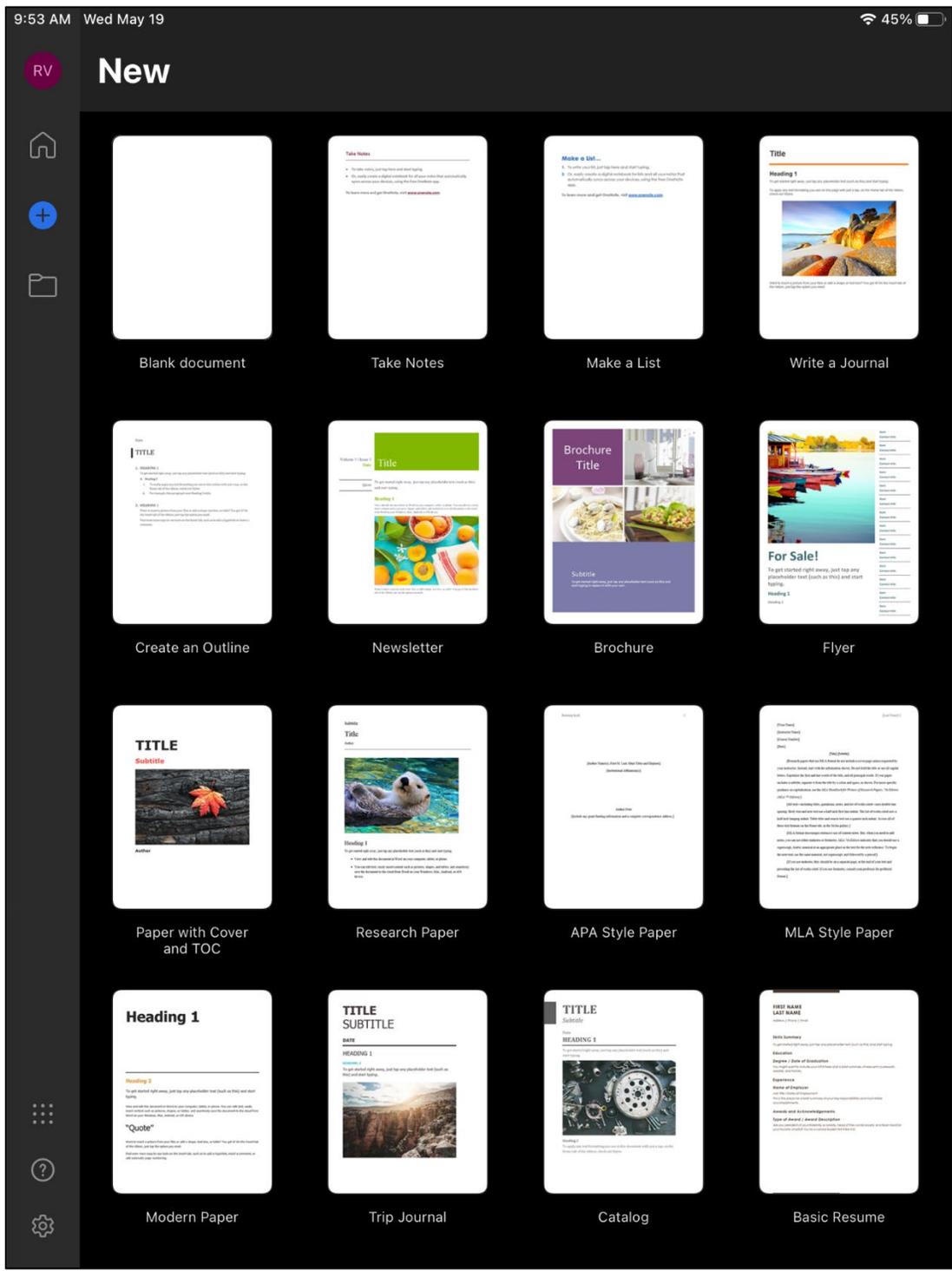
3. Next you will be prompted to sign in with an email, you will want to enter your JC email address here.



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



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



If you notice any issues with the Microsoft Office applications, try restarting the device as well as uninstalling and reinstalling the apps if need be. If that does not resolve the issue, contact the Solution Center at 517-796-8639 or at jcsolutioncenter@jccmi.edu.