

Adding the Office extension to Google Chrome (Chromebook Users)

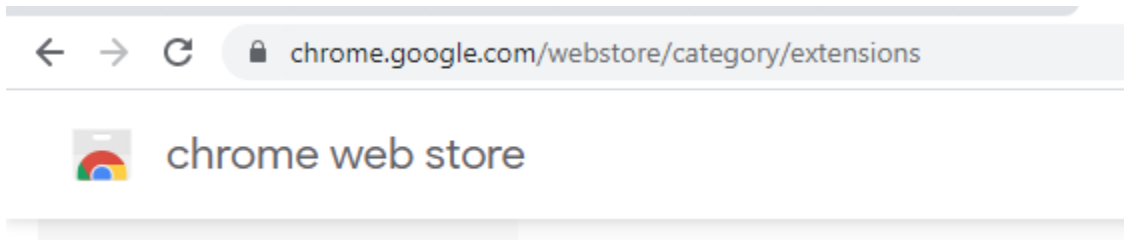
Before beginning this tutorial, you must have Office 365 downloaded on your computer. Please look in your student email account on how to download Office 365.

1. Open Google Chrome

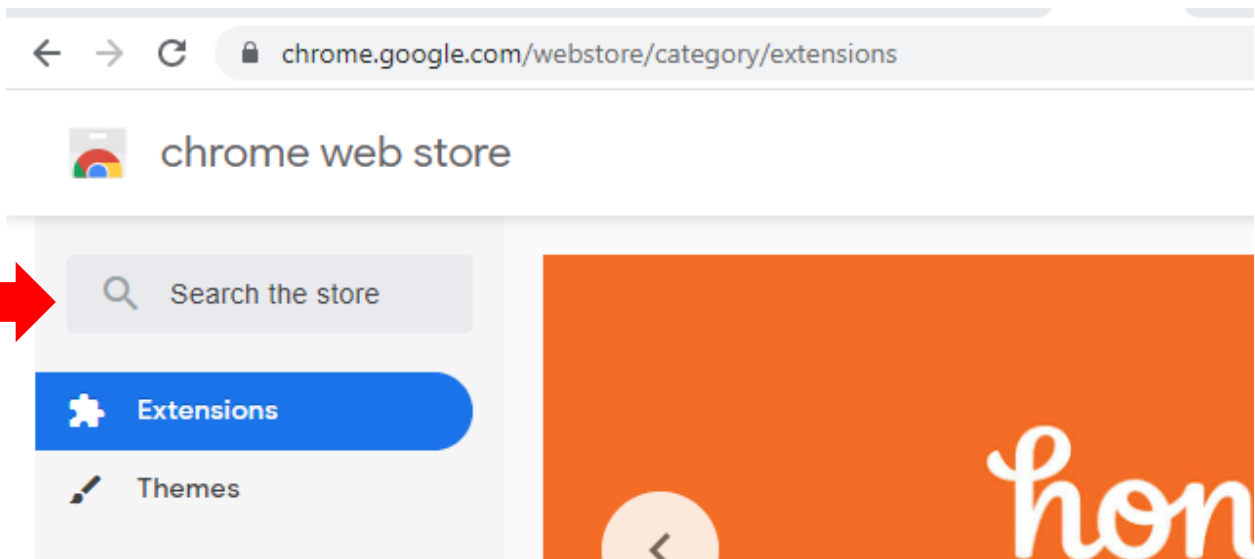


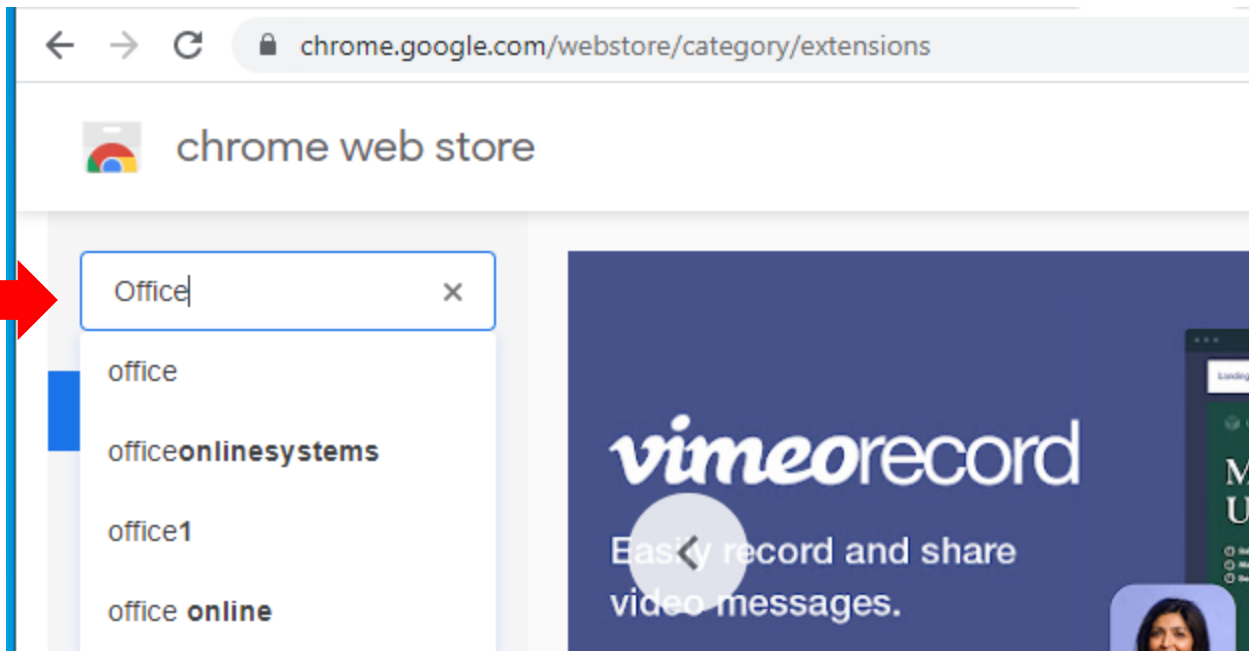
Double click the icon

2. In Google Chrome, go to the Chrome Web Store.
(chrome.google.com/webstore/category/extensions)

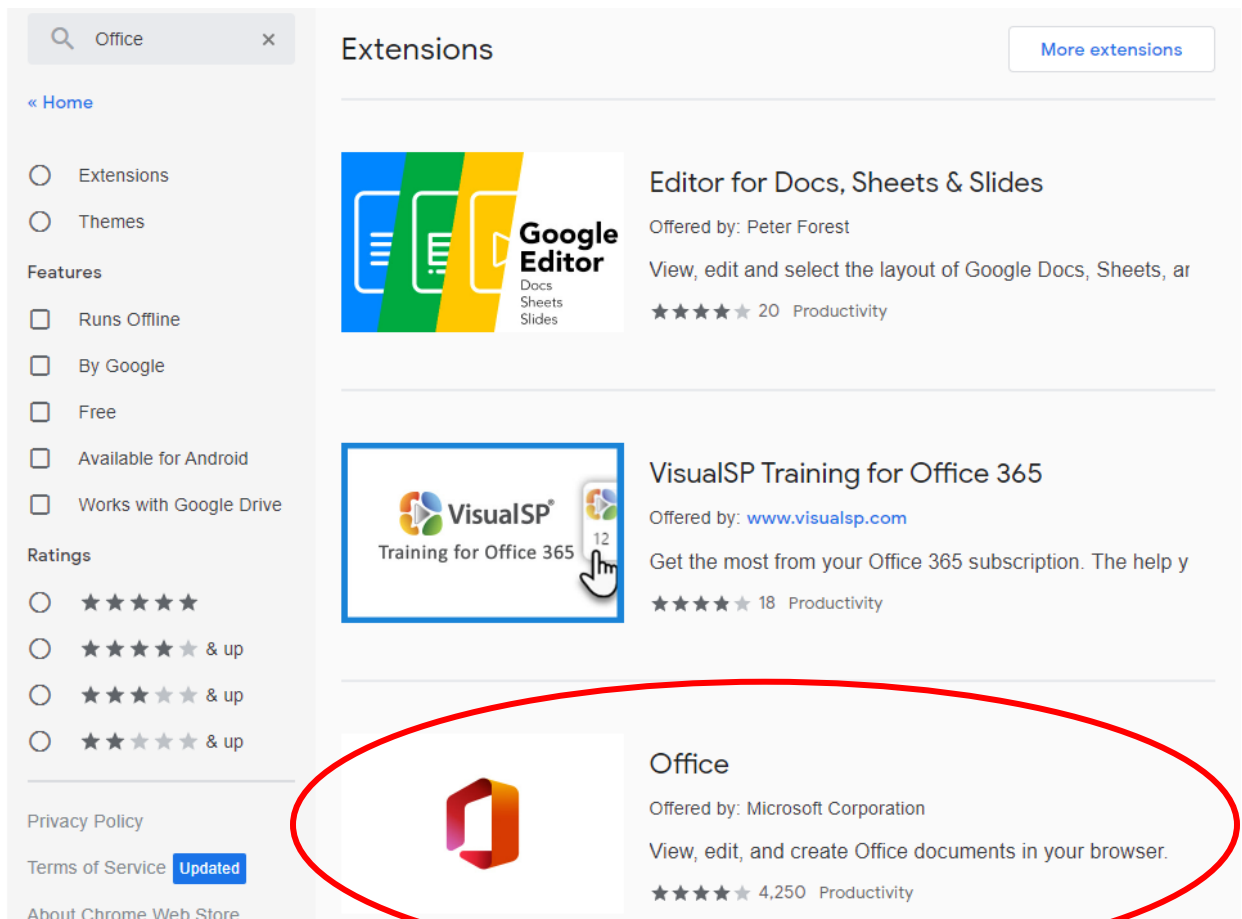


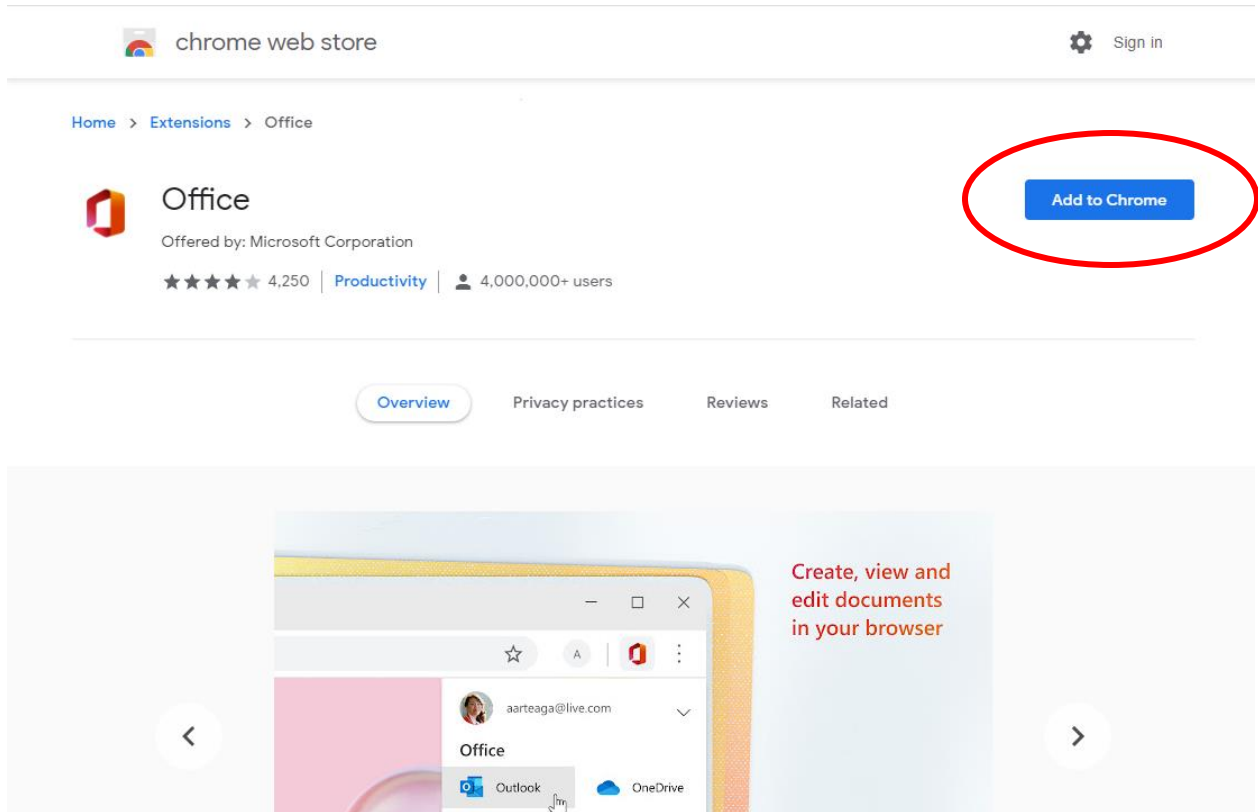
3. In the Search the Store box, type in Office and hit enter.



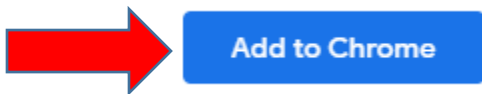


4. A list of available extensions will appear. Choose the Office extension from the list by clicking on it. It will take you to a new page when you do.

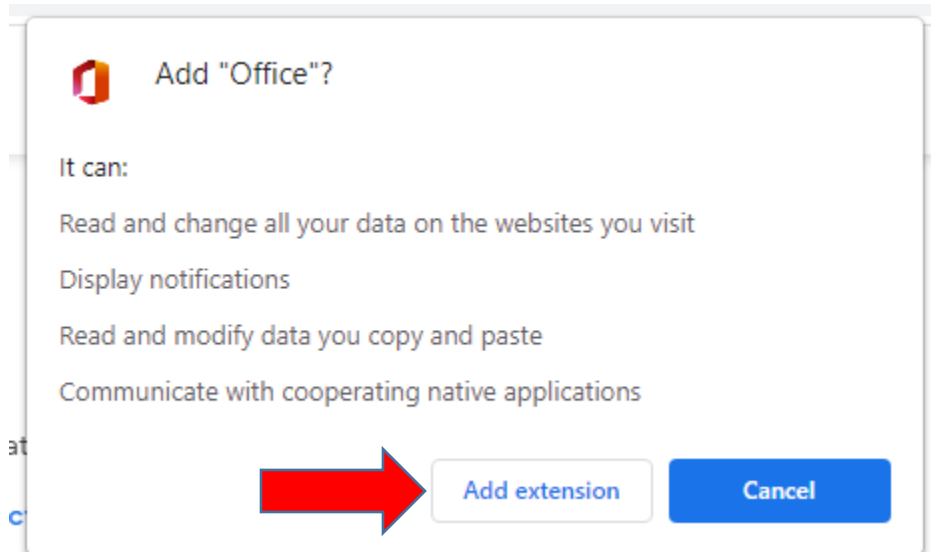




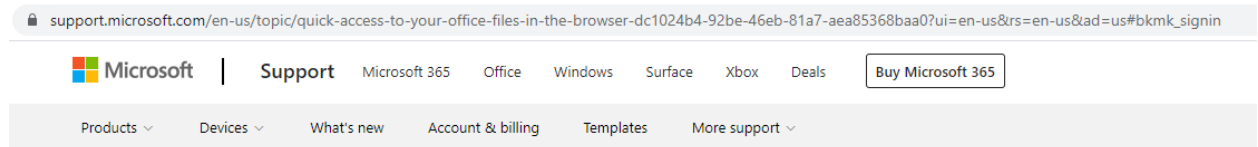
5. Click on the Add to Chrome button on the right side of the screen.



6. It will bring up a pop-up window asking to Add Office. Click the Add extension button. When you do so, you will be redirected to a Microsoft support website.



You will be given a series of instructions on how to sign in to your Office account. Please follow these to sign into your account and begin using your Office apps like Word, Excel, and Power Point.



Quick access to your Office files in the browser

The Office browser extension is a free extension for Microsoft Edge and Google Chrome that gives you easy access to your Office apps and documents anywhere on the web. To get these benefits and more, make sure to sign in.

- Easily access your favorite apps such as Word and Outlook right from your browser.
- Quickly upload and start working on your documents on the web.
- Get a list of the most recent documents that you've worked on.

Sign in to the Office extension

When you install the extension, a dimmed Office icon is added to your browser's toolbar. Select the icon and sign in with the account you use for Office, or sign in with your free Microsoft account.

To sign in: