

**Visit IRT in AIRC 2006  
or  
call the service desk at 916-278-7337  
or  
email IRT at servicedesk@csus.edu**

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- 1. Go to <http://portal.office.com>**
  - 2. Enter your Sac State email address**
  - 3. Enter your SacLink username and password and click Login**
  - 4. Click the Install button**
  - 5. Follow the onscreen installation prompts**
  - 6. Activate Office by signing in with your SacLink username and password**
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**This service is provided by CSUS and IRT. Please direct any questions you have to the IRT Service Desk.**