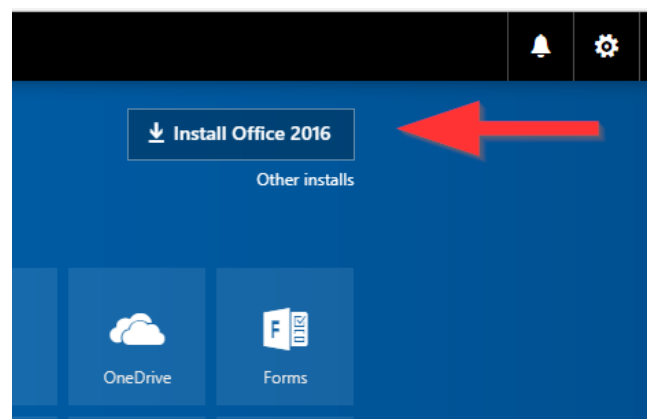
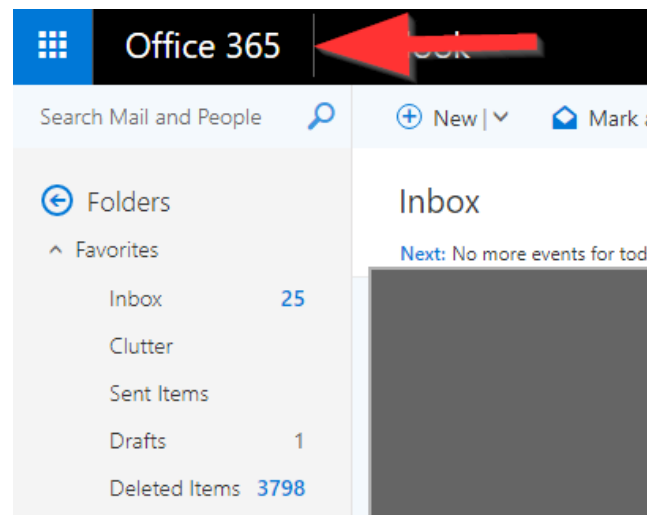
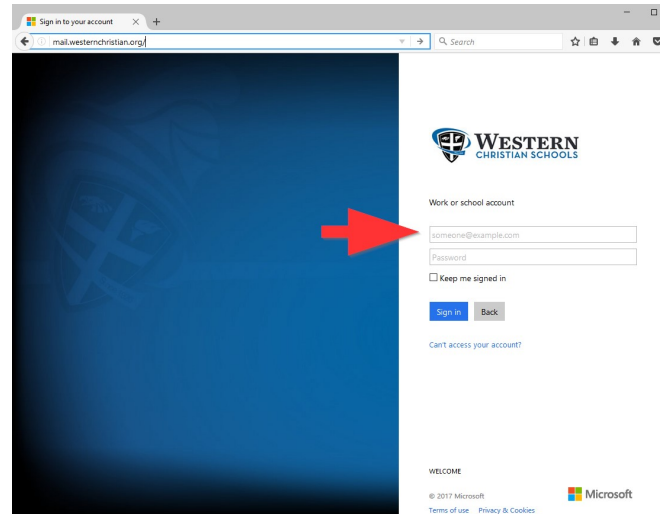




Downloading Microsoft Office to your PC

1. Open a Web Browser (ie Internet Explorer, Chrome, or Firefox)
2. In the Address Bar type “mail.westernchristian.org”
3. Enter your log in information (i.e. mmoreno@westernchristian.org and Password)
4. If you have accessed your account before via a web browser, Outlook will automatically open, Outlook will automatically open
5. Click the “Office 365” icon on the top left .
6. Click the “Install Office 2016” icon
7. Run the setup file that you just downloaded.
8. Follow Install Instructions.



If you need assistance, please submit a help desk ticket by emailing techsupport@westernchristian.org

We are here to help!