Installing office on your PC or Mac

You should be using Windows 10 (any version) or Windows 8.1.

Step 1
1. Open Chrome
2. Go to http://office.com
3. Login with your university credentials (Not Moore School). "blackboard username"@mailbox.sc.edu or "blackboard username"@email.sc.edu
4. Download office to your computer

Step 2
Before installation. Remove the current version of office.
1. Go to start
2. Control Panel
3. Programs and features
4. Look for "Microsoft office"
5. Uninstall
6. Reboot
7. Install the software from step 1. (it will be in your downloads folder)

Step 3
License your software
1. Open Word
2. Your USC email address will be presented.
3. Login using your university credentials or at the top right hand corner
4. Use your university login credentials. "blackboard username"@mailbox.sc.edu or "blackboard username"@email.sc.edu

Step 4
Outlook
1. Open Outlook
2. Add your Moore School email
3. Input your full email address username@moore.sc.edu
4. It will take a few minutes before all of your email and folders appears.

Useful link
https://account.cloud.ppi.net/knowledgebase/16/Download-and-install-or-reinstall-Office-365-on-a-PC.html

Remove Office from Mac
https://support.microsoft.com/en-us/office/uninstall-office-for-mac-eefa1199-5b58-43af-8a3d-b73dc1a8cae3