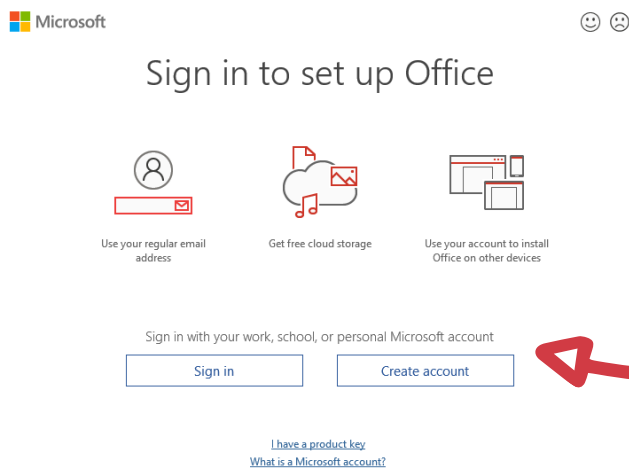


Getting Started with Microsoft Office (Windows 11) in 5 Easy Steps

1. Log in to any computer in our lab and open any MS Office application (Word, PowerPoint, Excel, etc.)



2. Select "Sign In" to set up Office.

Note: You MUST set up Office to be able to use the applications.

The system will not recognize this as a licensed product if you do not sign in.

3. Sign in to your Radford.edu account when prompted.

Note: You will need to do this even though you used the same account to log in to the computer.

4. Follow prompts on screen to finish setting up Microsoft Office.

Note: You will need to do this each time you sign in to a new computer.

5. Complete whatever you opened Microsoft Office to do.

*Still need help?
Ask at the Library Desk.*