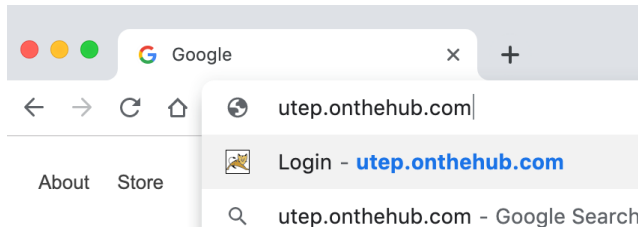


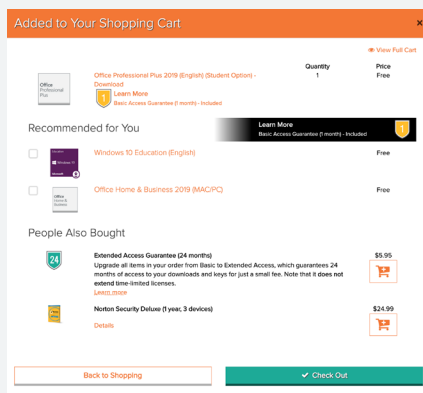
INSTRUCTIONS

1. Open a web browser and go to **utep.onthehub.com**



2. Log in with your UTEP credentials.
3. Here, you will select the Office Professional Plus 2019 (PC only).
4. Select add to cart.

5. Make sure to have all other boxes unselected, then proceed to click on checkout.



6. Be sure to read the Microsoft Student Option User Acceptance Form. Scroll to the bottom of the page. You will see your username right under the box, copy and paste it in the username box. In signature type in your first and last name. Click on Accept.

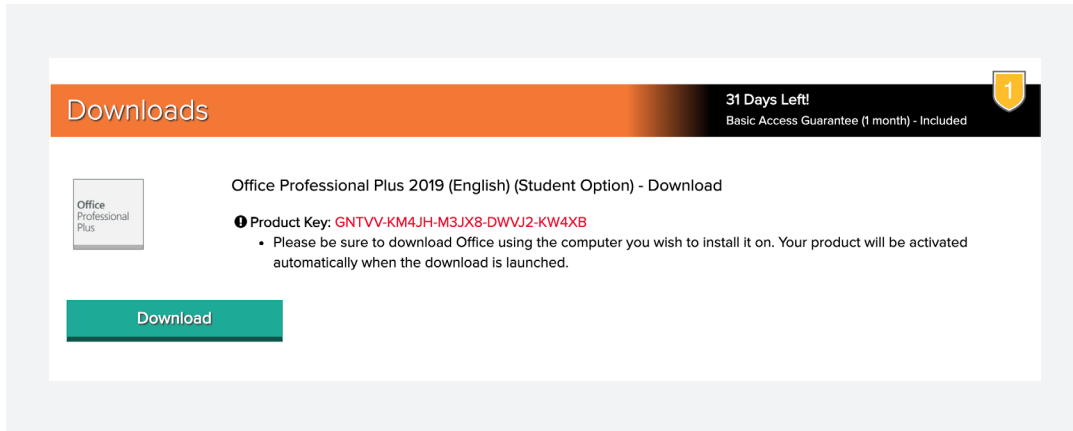
A screenshot of a user acceptance form. It has two input fields: "Username:" and "Signature (type name):". Below the "Username:" field, the text "apmartinez1@utep.edu" is displayed. At the bottom of the form, there are two buttons: "Decline" (red) and "Accept" (green).

7. Fill out your contact information and click on Proceed with Order.
8. Click on Download.

NOTE: MAKE SURE TO WRITE DOWN, PRINT OUT OR TAKE A PICTURE OF THE PRODUCT KEY FOR FUTURE REFERENCES.

GET MICROSOFT OFFICE FOR WINDOWS PC

9. Click on Download.



10. Installer should download. Once it is finished, run the installer.

11. After the installer finishes the installation search for any program on the search bar (Word, Powerpoint, Excel, Outlook, Publisher, Access).

12. Open the selected program. All office products should be activated and ready.

