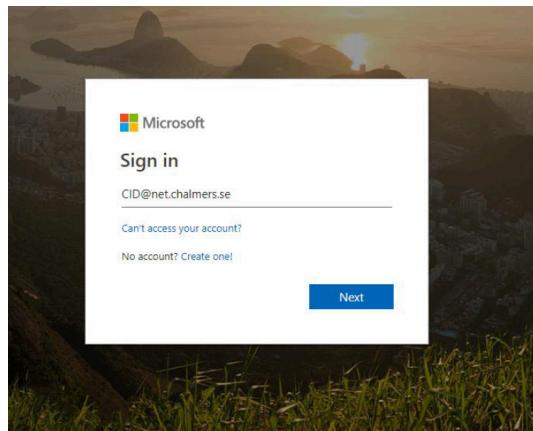


This document is a translation into English of the Swedish document you can find here: [https://student.portal.chalmers.se/sv/kontaktochservice/it-passerkort-kopiering/programvaror/Documents/Office\\_365\\_instruction.pdf](https://student.portal.chalmers.se/sv/kontaktochservice/it-passerkort-kopiering/programvaror/Documents/Office_365_instruction.pdf)

1) Log on to <https://portal.office.com> with your [CID@net.chalmers.se](mailto:CID@net.chalmers.se) and your CID password. Note! Do not use your @student mail to login here.



2) Now the Chalmers IDP login window will appear. Login with your CID and CID password:

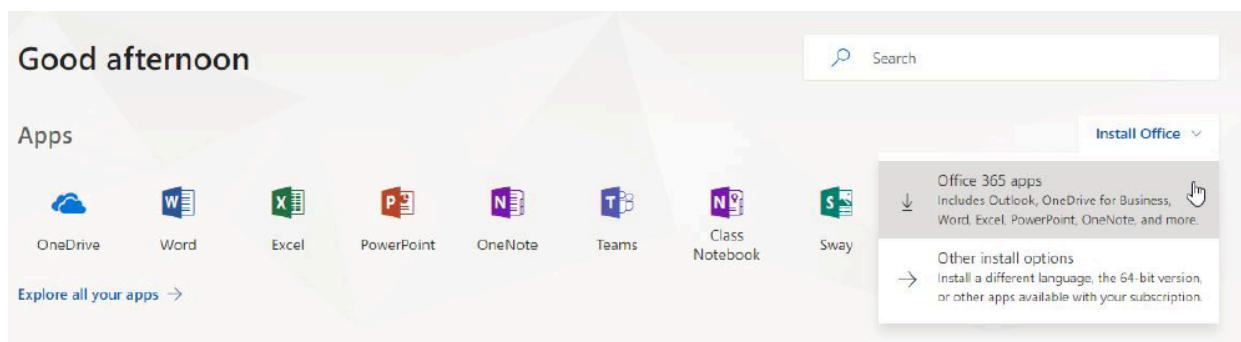
**CHALMERS**

idp.chalmers.se

Type your CID and password.

3) Now you will see this page. Press "Install Office" which is to the top right. A dropdown menu appears. In that menu select "Office 365 Apps" and then the location where you want to save the file.



4) When Office asks for information to activate the license login with your [CID@net.chalmers.se](mailto:CID@net.chalmers.se) and your CID password.