**How to install Microsoft Applications on personal devices:**

1. Navigate to your Office 365 web page at **portal.office.com**
2. Log into your Lakeland email including the domain. (EX: username@lakeland.edu)



1. On the top right, click on the drop down arrow and select “Office 365 apps”.



1. The installation will take approximately 15-30 minutes.



1. The installation package should include Skype for Business, One Drive, Word, Excel, and Powerpoint.