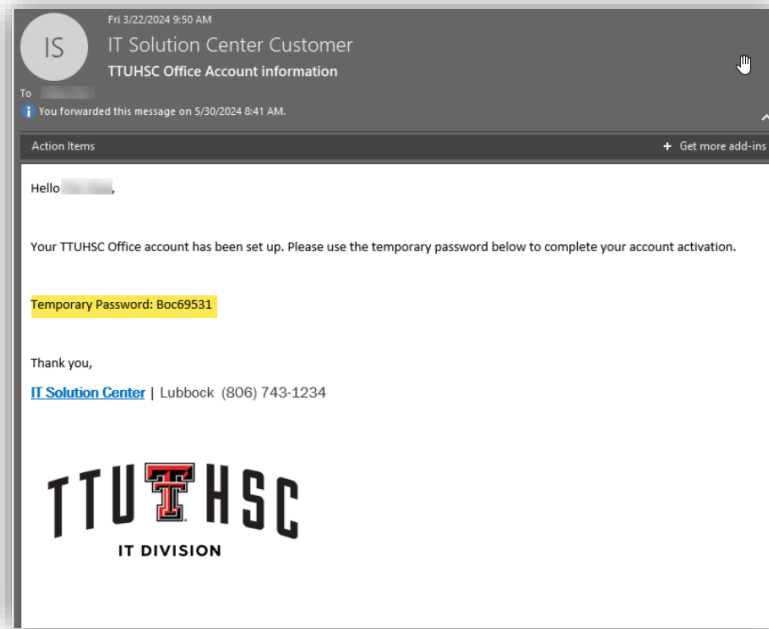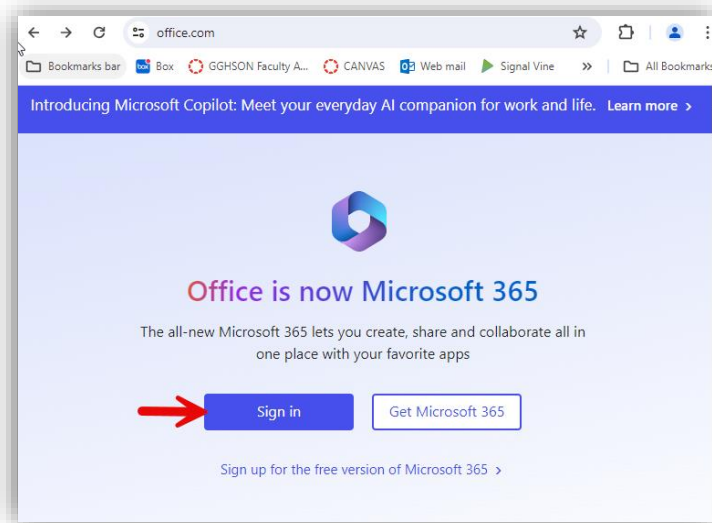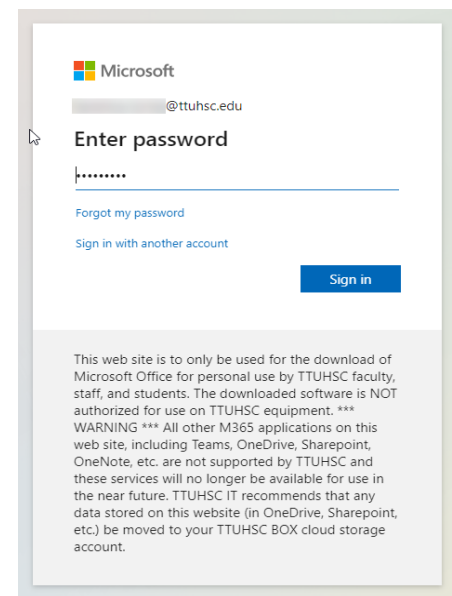1. You will receive and email from **IT Solutions Center Customer** with a temporary password.
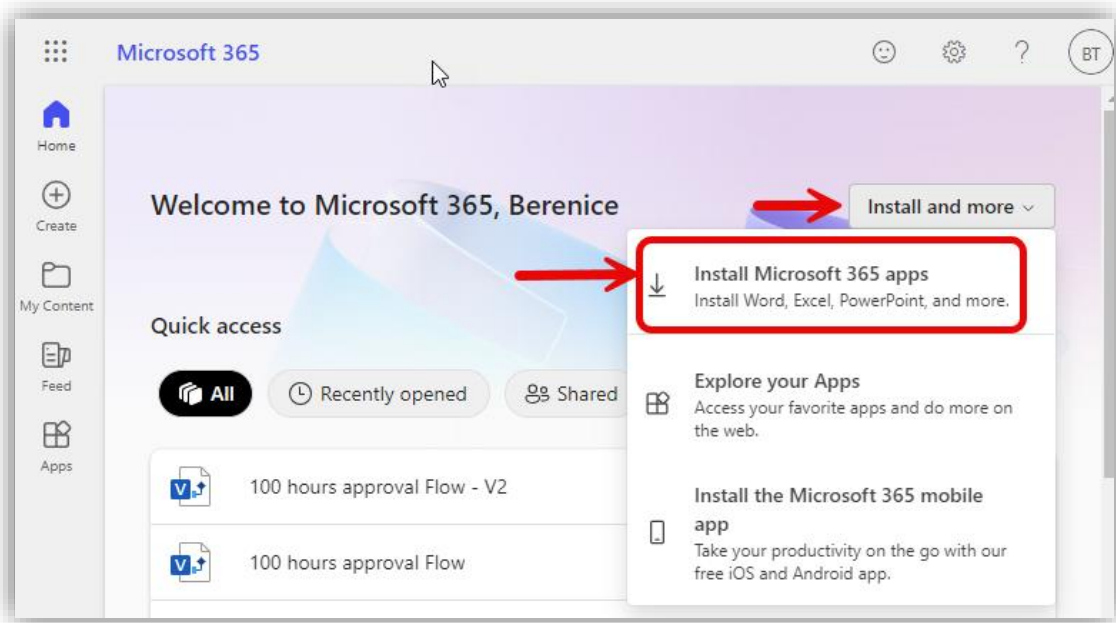

2. Go to www.office.com, click sign in and use your TTUHSC email as a username and your temporary pwd.
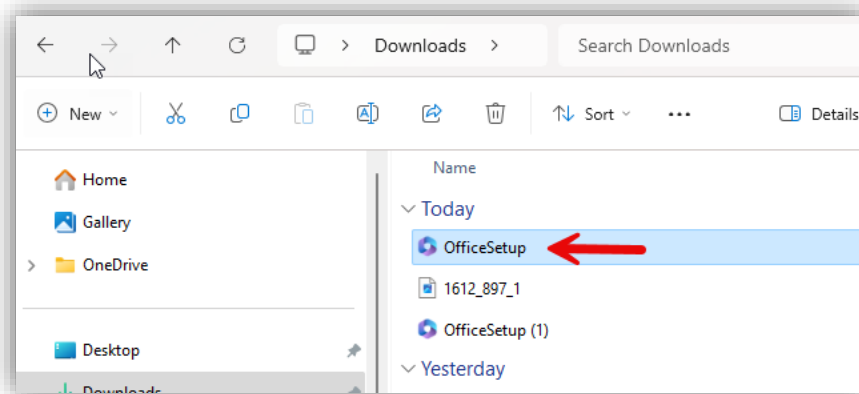

3. The system will ask you to create a new password.

4. Afterwards enter your new password to sign in.

5. Follow the steps indicated.

6. After you sign in, click "**Install and more**" and select **Install Microsoft 365 apps**.

7. It will download **OfficeSetup.exe**, click to install and follow the steps.

If you have any questions or issues, please contact IT Academics:

Email: IT-Academics@ttuhsc.edu

Phone: 915.215.4111 option 4