

Downloading and installing Office365 on your PC or Mac



Login to download

1. Login M.L.G



The image shows the login page of the Ma'arif Learning Gateway. At the top, there is a logo and the text "بوابة معارف التعليمية" and "Ma'arif Learning Gateway". Below this, there are two input fields: "User Name" and "Password". A blue "Login" button is positioned below the password field. At the bottom left, there is a link that says "Forget login data ?".

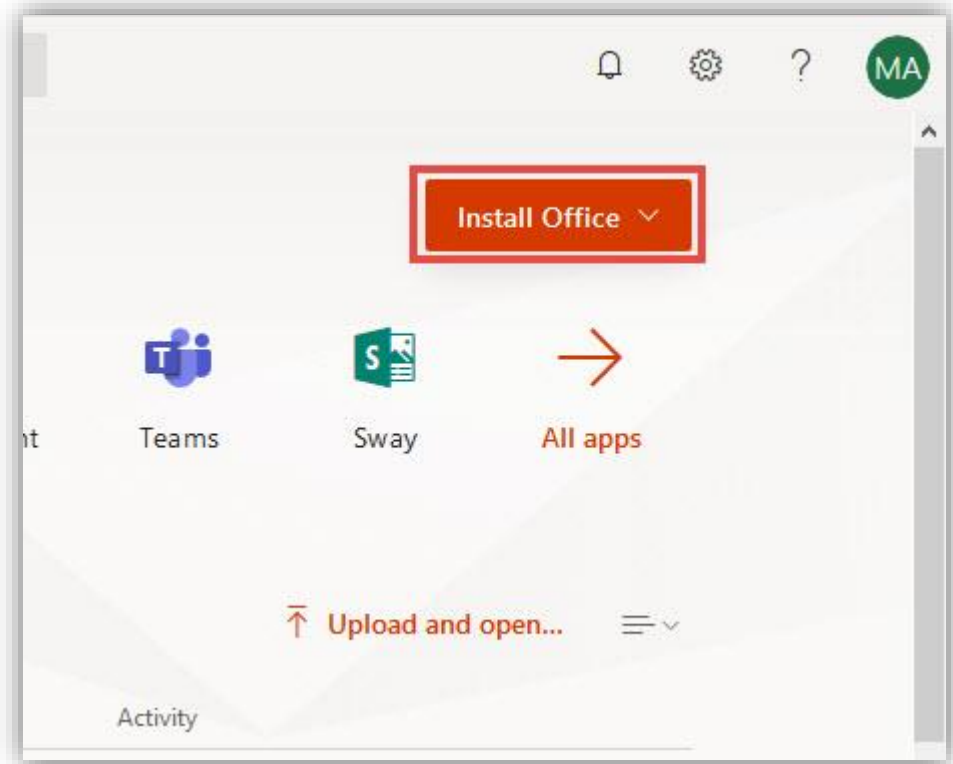
2. Click on Office 365



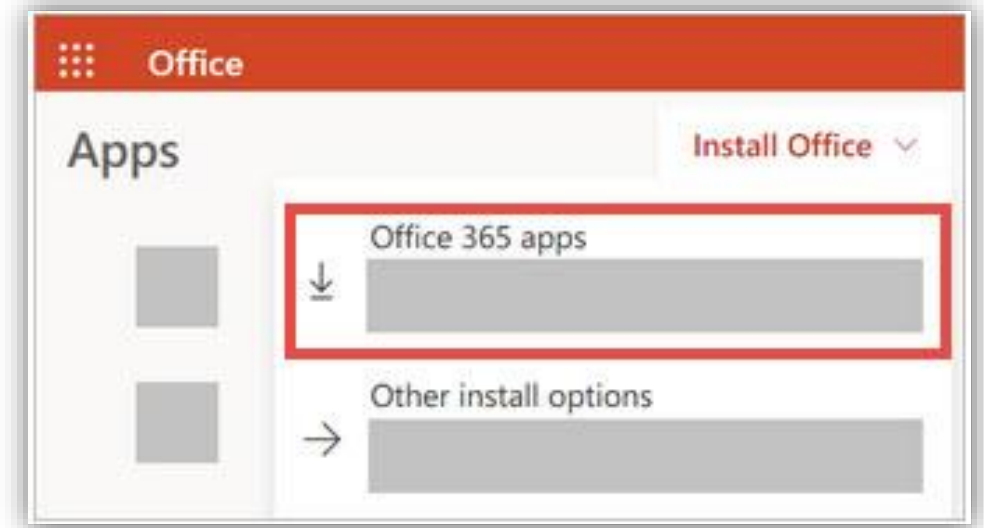
The image shows the dashboard of the Ma'arif Learning Gateway. At the top, there is a header with the text "بوابة معارف التعليمية" and "Ma'arif Learning Gateway", a logo, and a date "Sunday, November 17, 2019 - (20/03)". Below the header, there is a navigation menu on the left with icons for home, user, checkmark, speech bubble, document, chart, and user group. The main content area features a "Technology Adoption" section with a green bar and a refresh icon. Below this, there are two circular progress indicators: one for "General" showing 00.1% and another for "Academic" showing 84%. To the right of the "Academic" indicator, there is another circular progress indicator for "Administrative" showing 94.4%. A blue dropdown menu is open over the "General" indicator, showing options for "Student Portfolio" and "Office 365".

Download Office 365

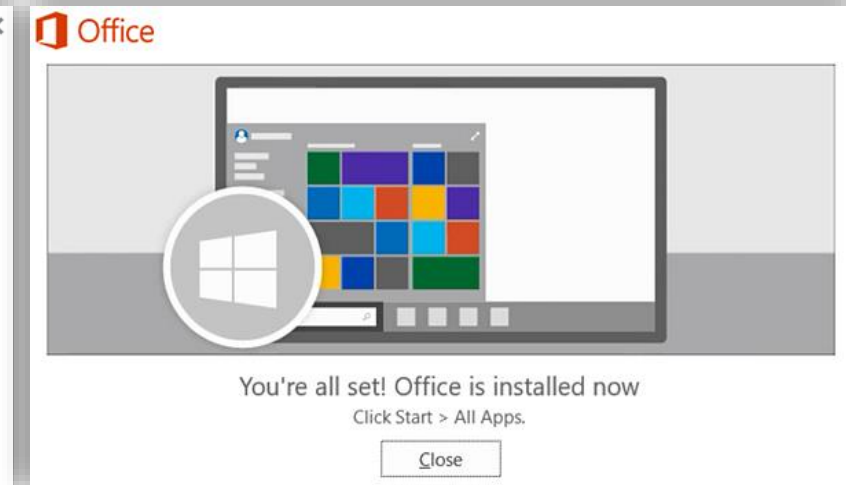
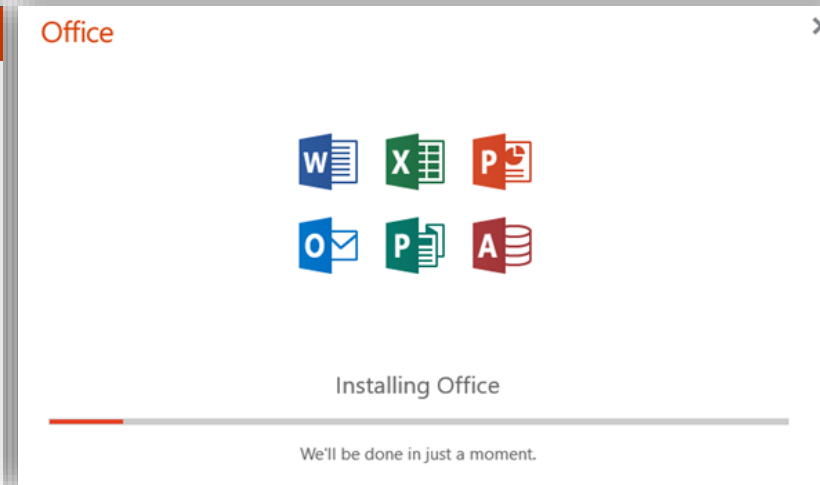
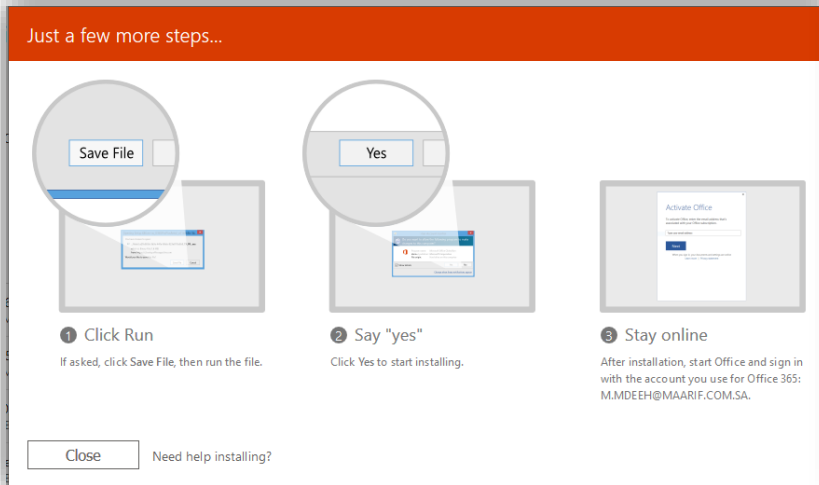
1. From the Office home page select **Install Office**.



2. From the Office 365 home page select **Install Office apps** (If you set a different start page, go to aka.ms/office-install.)



Install Office365



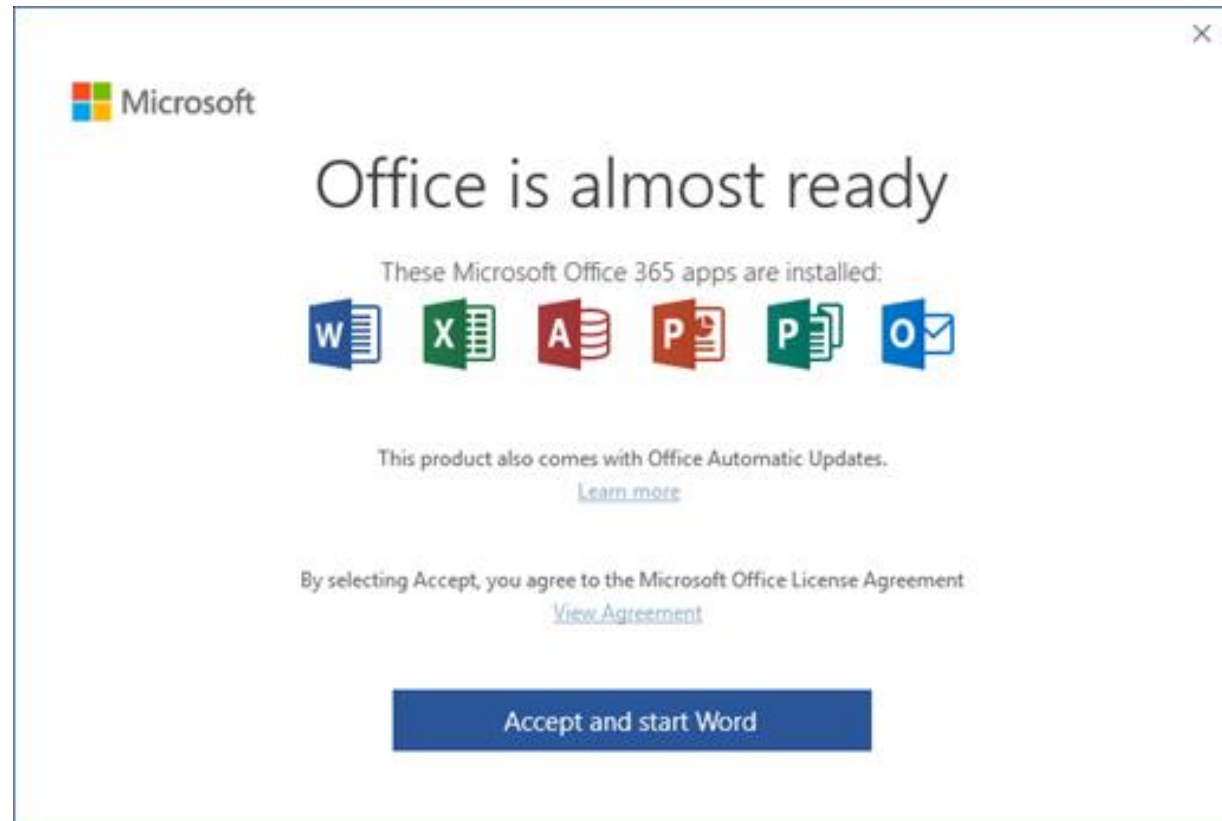
1. Complete downloading Office

2. Start Installing

3. Your install is finished when you see the phrase, **"You're all set! Office is installed now"** and an animation plays to show you where to find Office applications on your computer. Select **Close**.

Open office 365 App

When you open office 365 App, Accept and activate your office



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