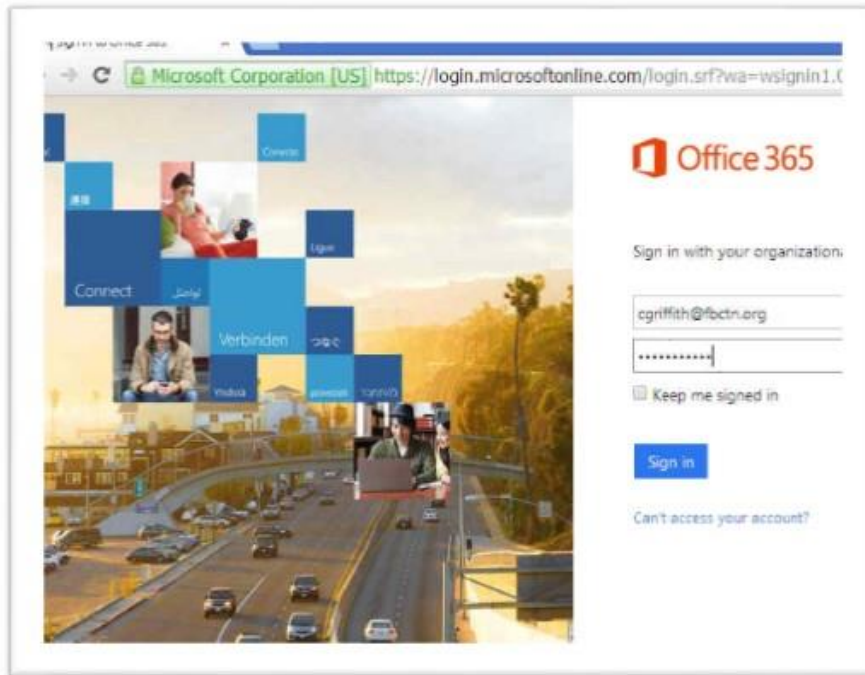
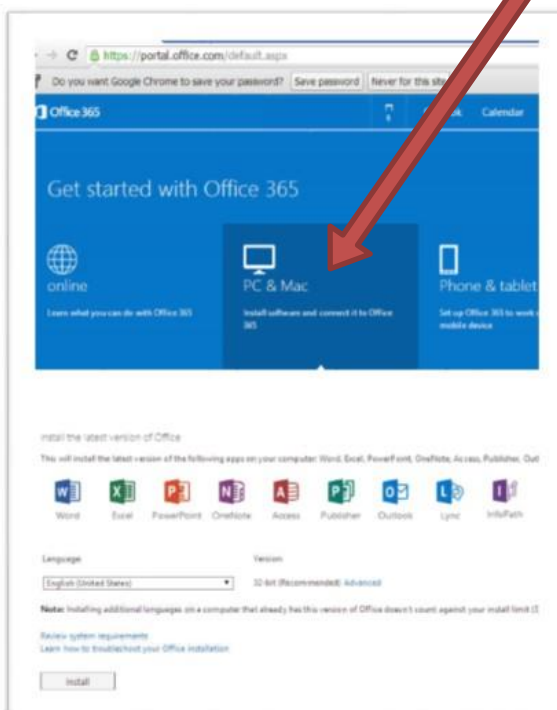


PC Step #2 – Installing New Office 365 Pro Plus [2013]

1. Browse to <http://portal.microsoftonline.com> and login with your fbctn.org
 - a. Username: (e.g. cgriffith@fbctn.org)
 - b. Password: (e.g. assume it's something like James1sMyHer0!)



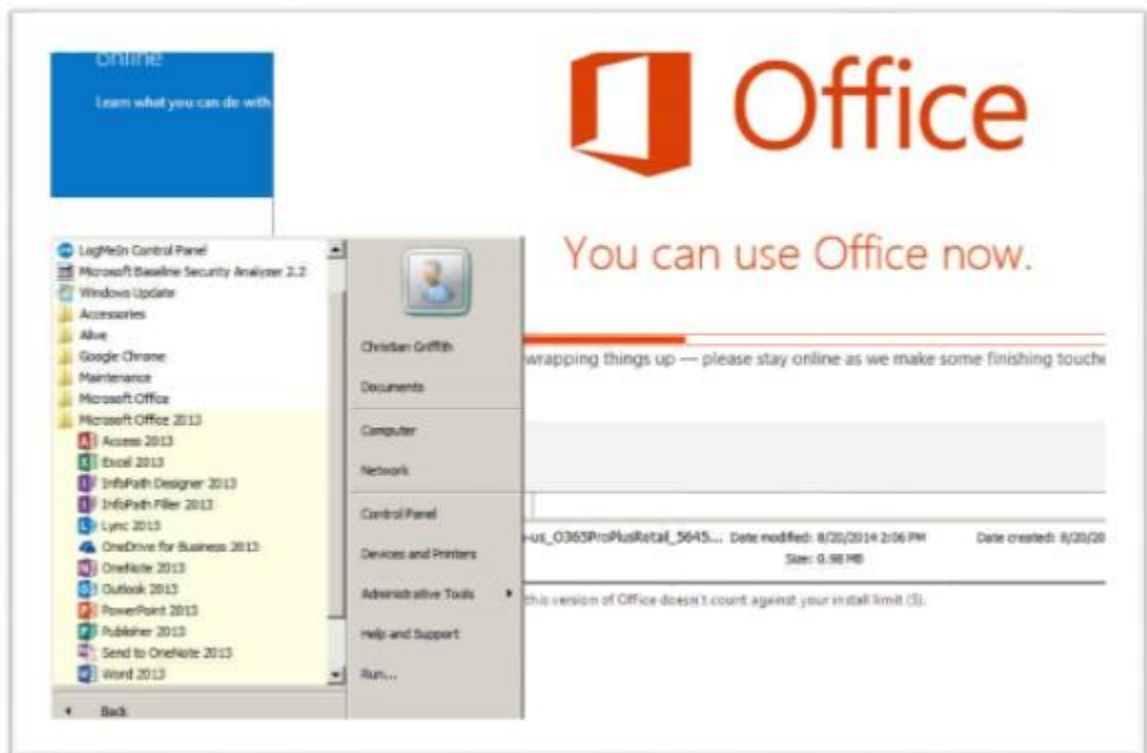
2. In the middle of the screen, click on "PC & Mac" then scroll down and click on the "Install" button.



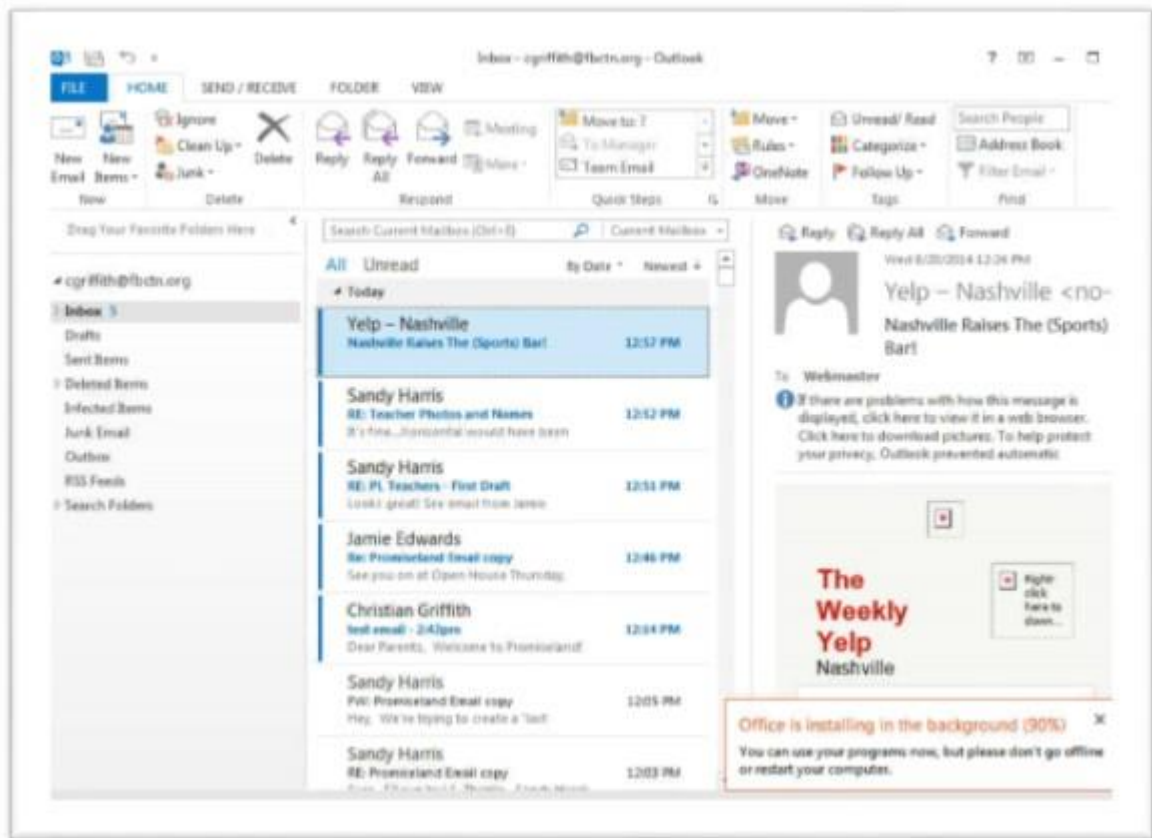
3. This will download a setup file which you should run. You will be prompted for elevated permissions to install this software. Please use these credentials:
 - a. Username: **fbctn\o365** (that's a letter o, not a zero)
 - b. Password: **Password1**



4. The process generally only takes a couple of minutes. Just keep clicking "Next" until it has completed.



- a. Once the software has completed installing, please launch Outlook 2013
- b. Verify your email is there (give it a minute to download a copy of your inbox... the entire sync may take several minutes).



5. Proceed to: [PC Step #3 – Uninstalling Old Office 2010](#)