

CIT 213

Obtaining Office 365 and MS Access

SAM Projects must be done in Microsoft Access.

Log in to your Office 365 account the same way you do for Outlook mail.

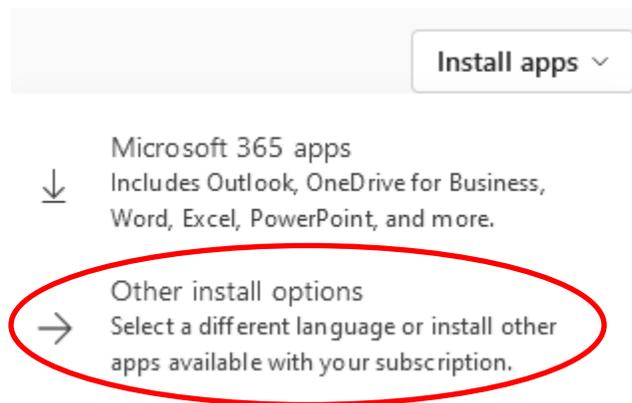
Click the square of 9 dots in the upper left corner of the screen, and then click **Microsoft 365**:



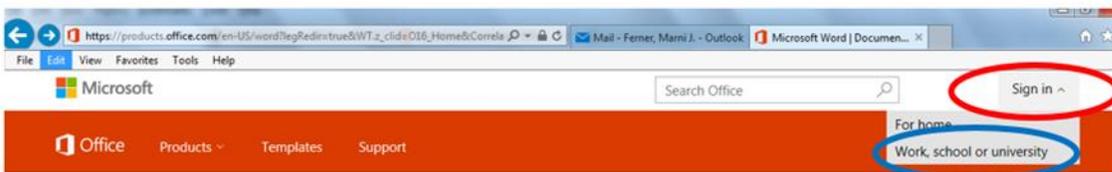
Microsoft 365 →

You will then be taken to the page where you can install the version of Office appropriate for your device. Uninstall previous versions before you begin!

Click the Other install options to be sure you get MS Access:



You may be asked to **Sign in**. Choose **Work, school, or university**. This will take you to a page where you can download and install Office on your machine. **IT IS NOT NECESSARY TO BUY OR USE THE FREE TRIAL.**



Proceed to install Office on your machine or device as described.

You are now ready to complete a SAM Project.