Install for Microsoft Project
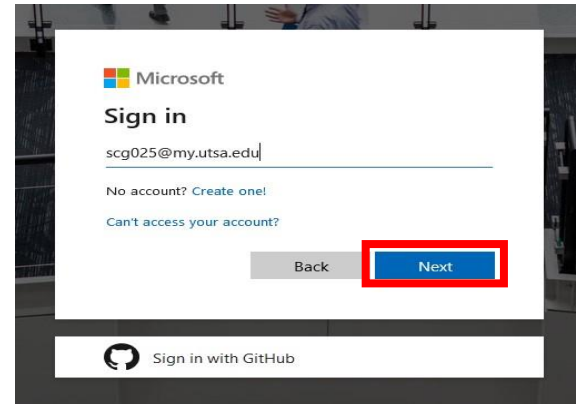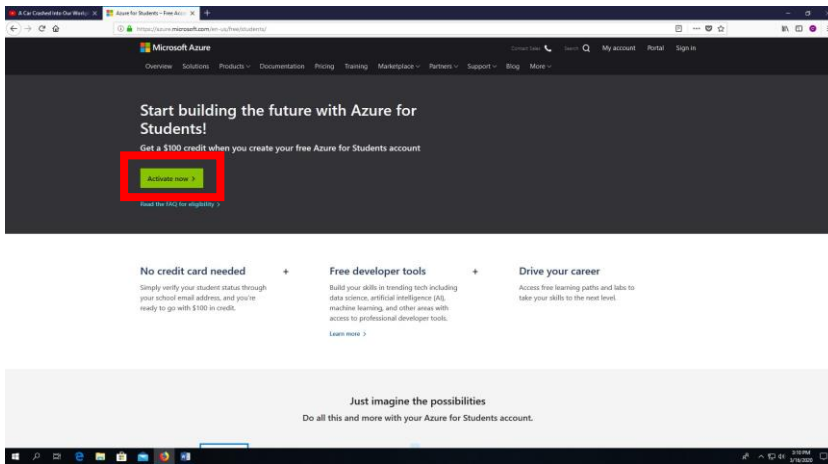
The steps to check install Project from Microsoft Azure for Students

1) Go to our website: https://azure.microsoft.com/en-us/free/students/

2) When the Microsoft Azure webpage comes up go to the right corner and **CLICK** the *Activate Now* button. When A Sign In window will come up and you will type your UTSA email address <**abc123>@my.utsa.edu** and **CLICK** the button *Next*

3) The UTSA login page will come up and you will type your **Password** that is linked to this email. *Click* the **Sign In** button
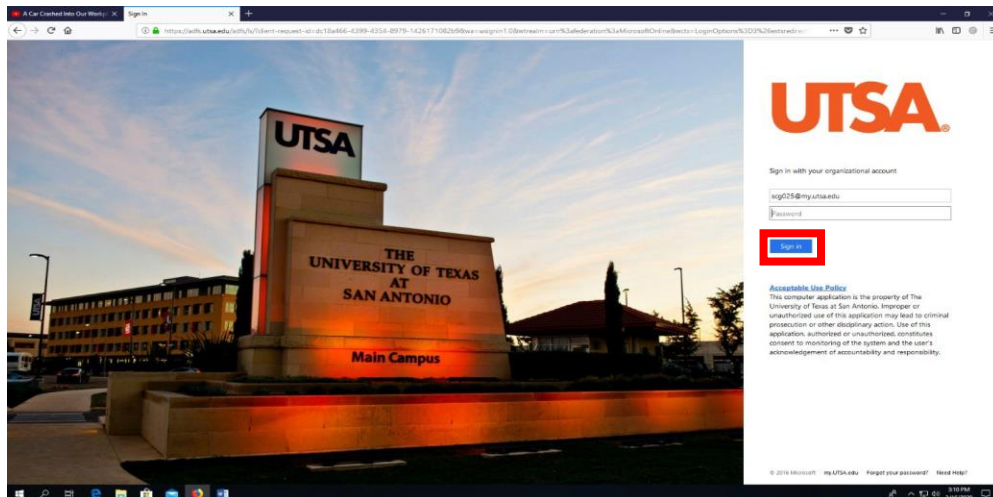
4) After a successful login fill out the information for **Identity Verification by phone** box and choose the method to verify it is you.

**5)** On the next page *click* the box for the Agreement

6) A welcome page will pop up for Microsoft Azure and on the left side tab *click* on the **Software** button.
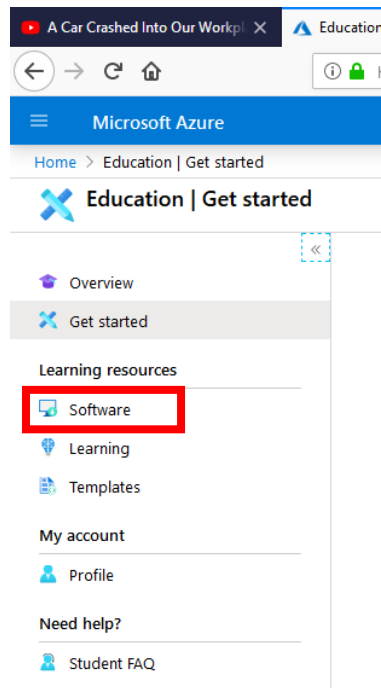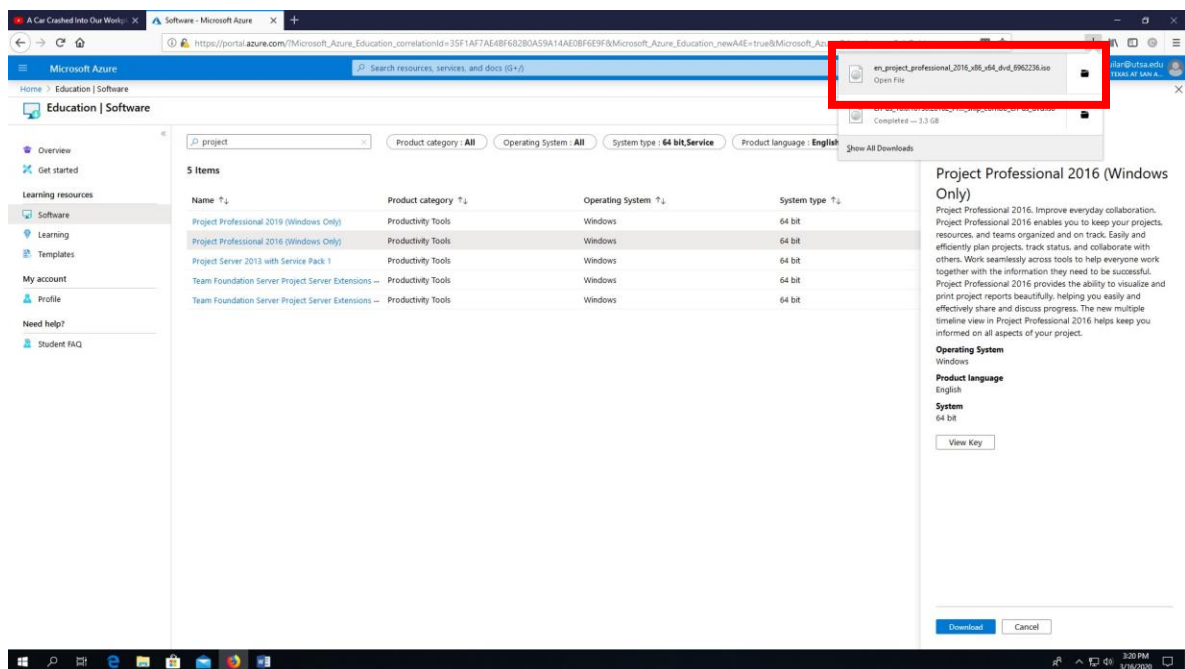

**7)** A software list will appear and in the search type **Project.**
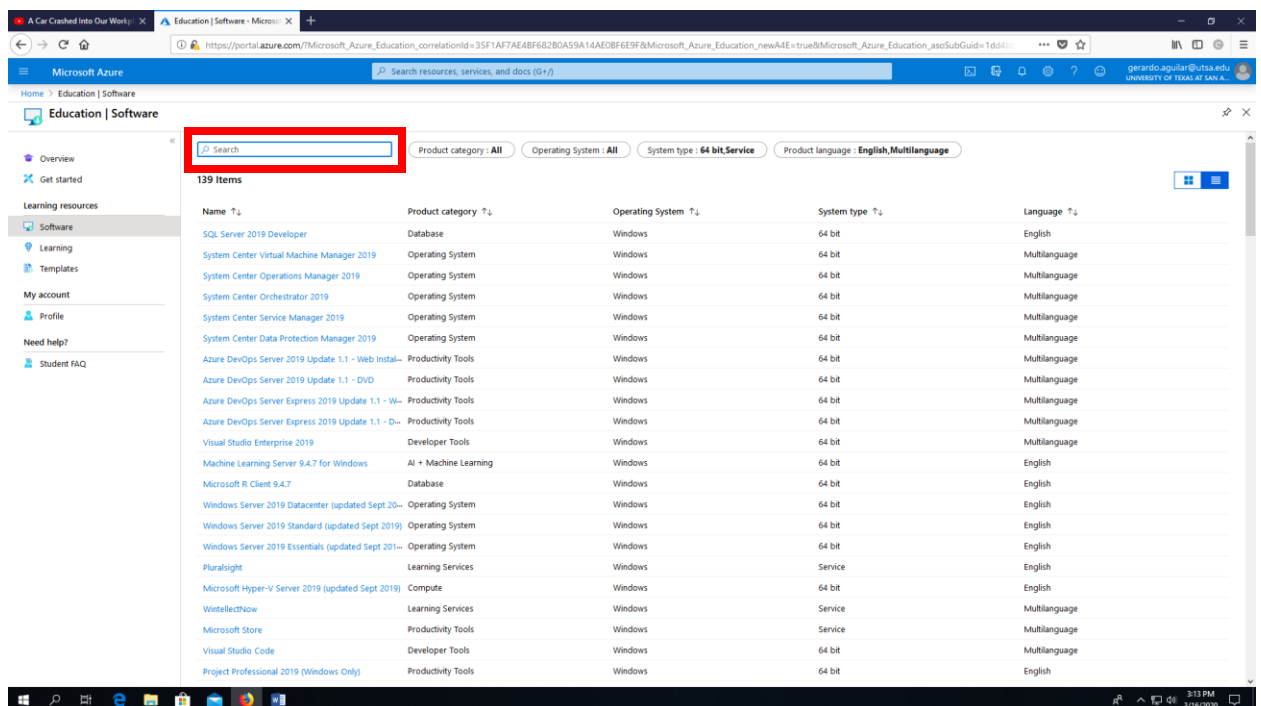
8) The results will come up and this is where you will choose the **Project** you would like to install. Once you have selected the Project version you wish to install on the bottom *click* the **Download** button.
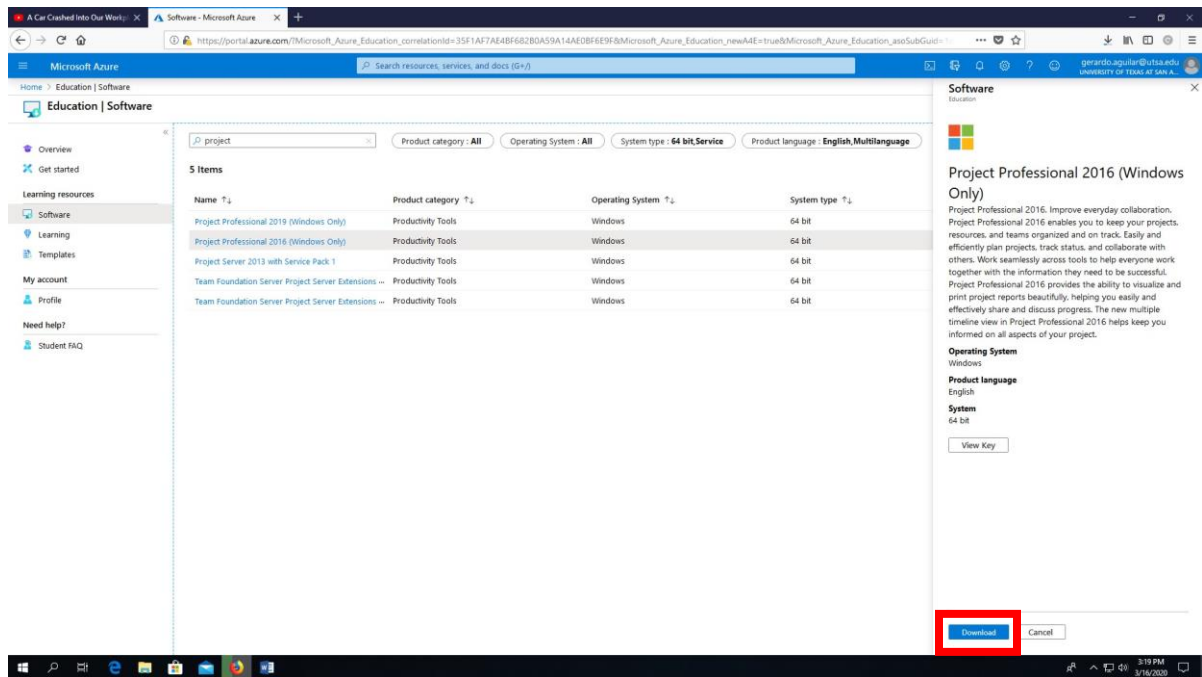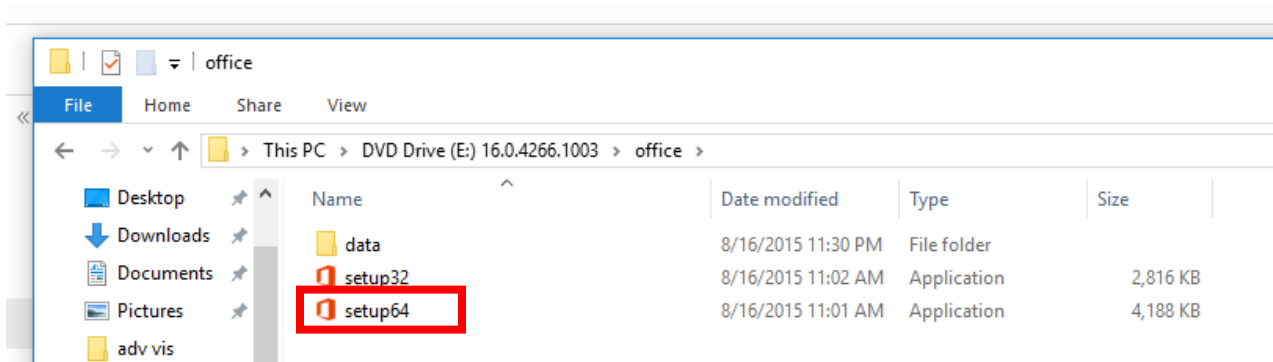

**9)** Once the download has finished *click* on the star to Open the Downloads and select the file to **Open** it.

10) The file explorer will come up with the contents that were downloaded. ***Double-Click*** the **Office** folder.
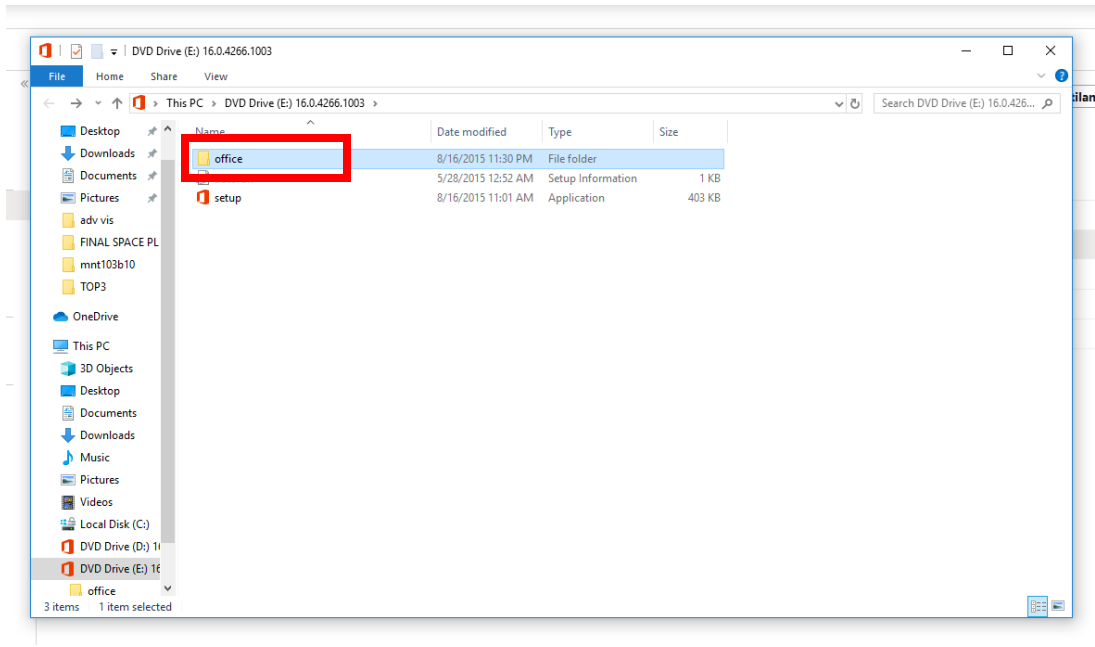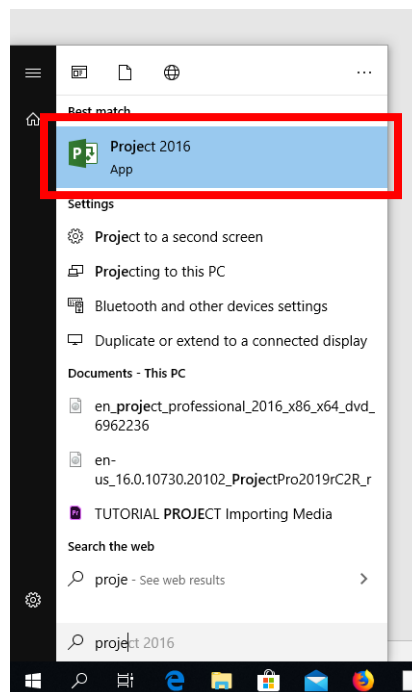

11) In this folder you will find the applications to start the install. ***Double-Click*** the application **setup64.**

12) It will take a few minutes for the install to download, once it finishes *click* the **Close** button
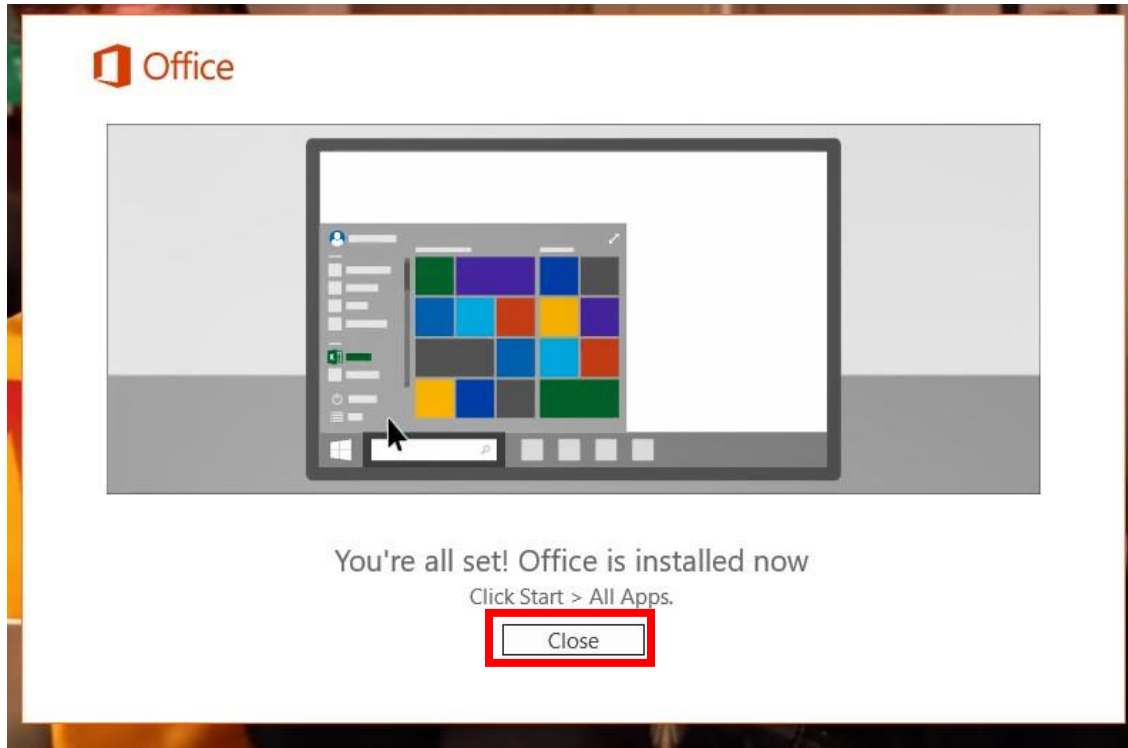
13) In the search bar type Project and *click* the **Project App** to run it

14) It will prompt you for a key and this key can be found back on the Azure page in the Project Information tab. **Copy** this key and **Paste** it in the box

15) *Click* the button **Continue** and then the **Accept** button. This will finish the process of installing Project.