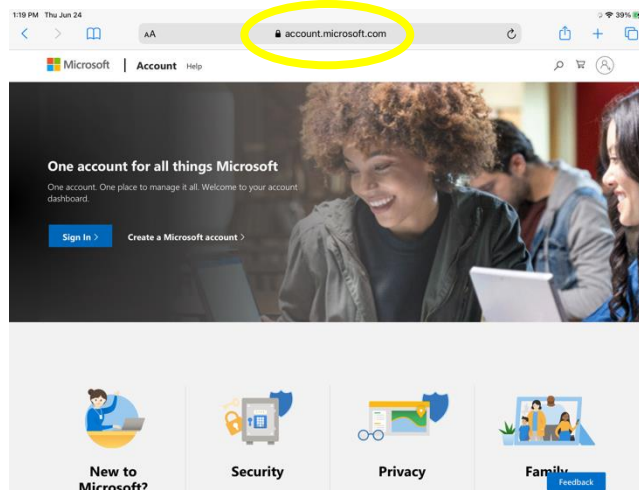# How to Access Microsoft Word (For Apple and iOS Users)
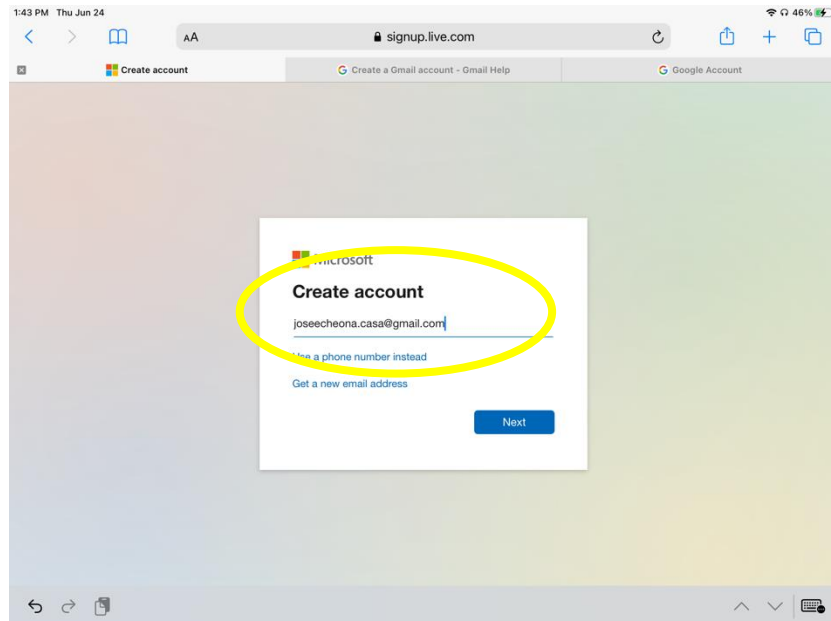
If you don't already have a Microsoft account, you will need to create one. *If you already own a Microsoft account, you may skip steps 1-6. *

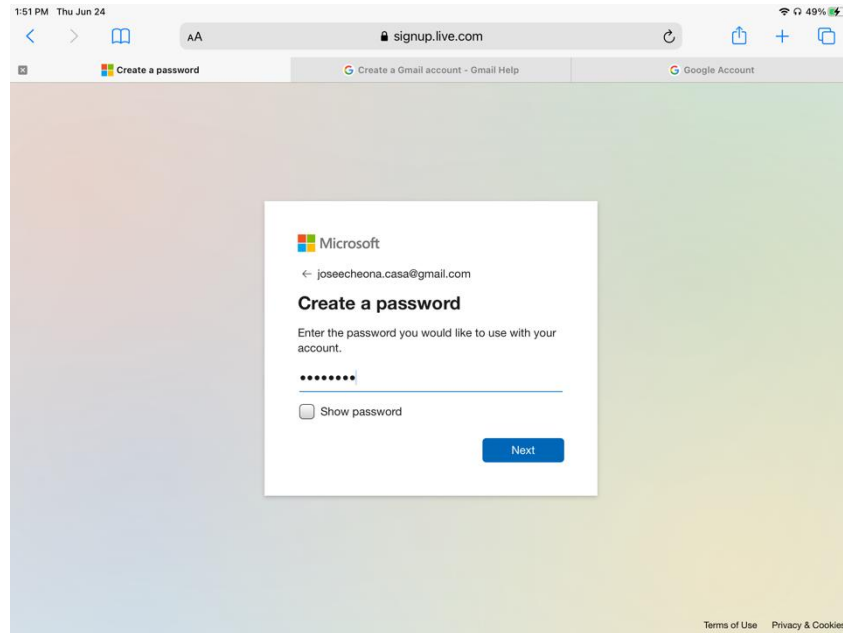**How to create a Microsoft account:**

1. Open the Safari application and type account.microsoft.com into the search bar of your browser.
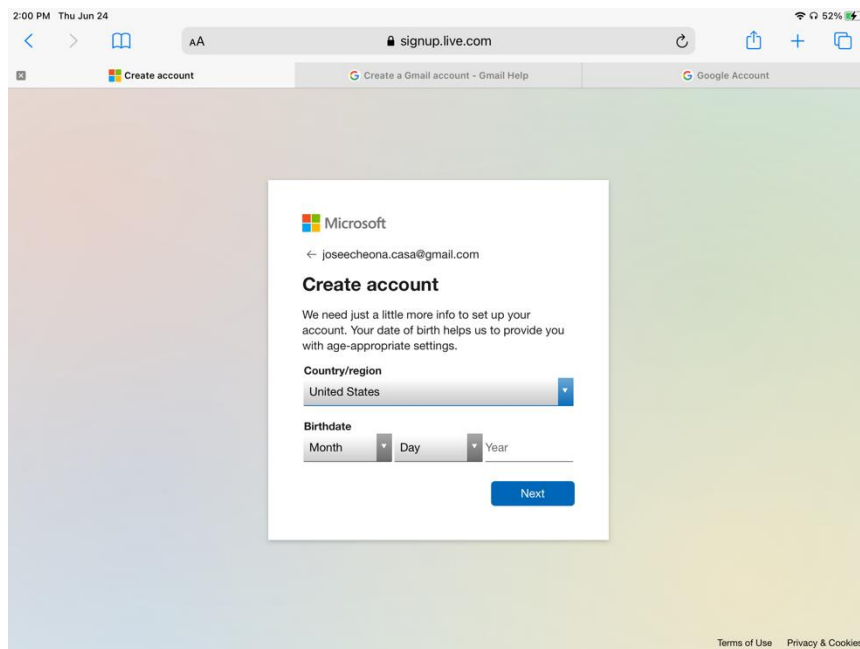

2. Click on "Create a Microsoft account" and then type your **personal email** into the space below "Create account".
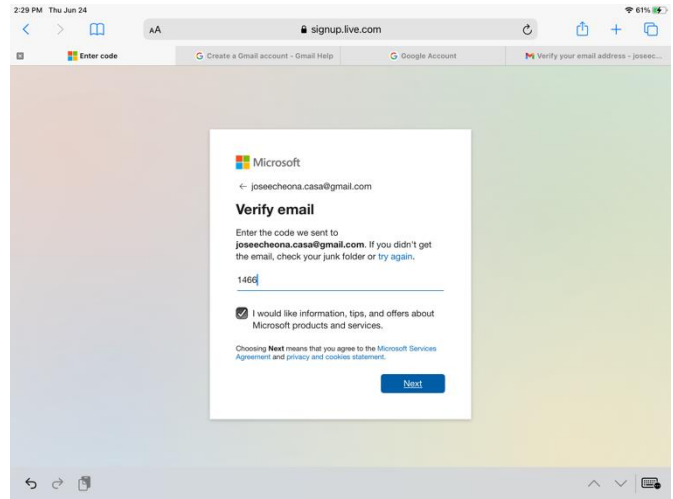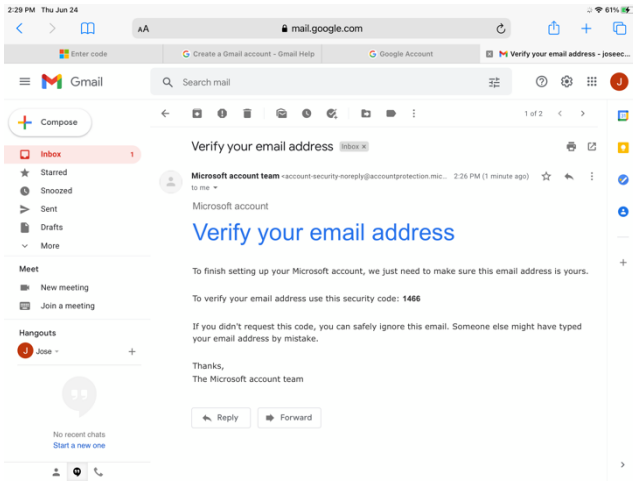
3. Create a password for your account and type it into the space below "Create a password".
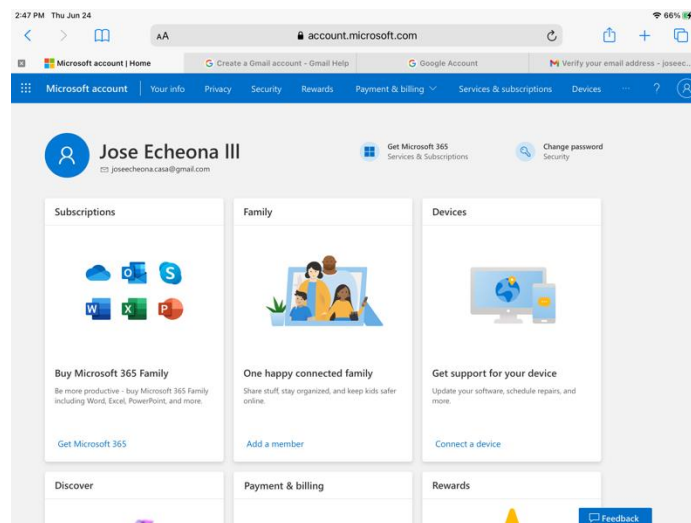

4. Select "United States" from the drop-down menu under "Country/region". Then, input your date of birth under "Birthdate".

5. Retrieve the unique code that was sent to your **personal email** for verifying your Microsoft account. Then, type it into the space below "Verify email".
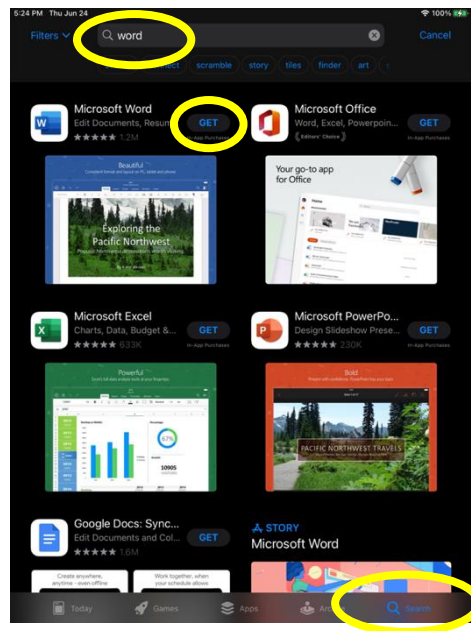

6. Congratulations! You have officially created your own personal Microsoft account and can now access all applications associated with Microsoft 365!
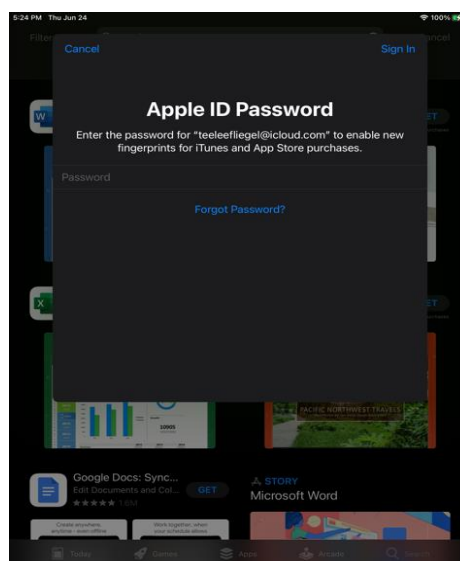
Installing and Accessing Microsoft Word

* Now that you officially have a Microsoft account, you can access Microsoft Word for free on your Mac or Apple device!
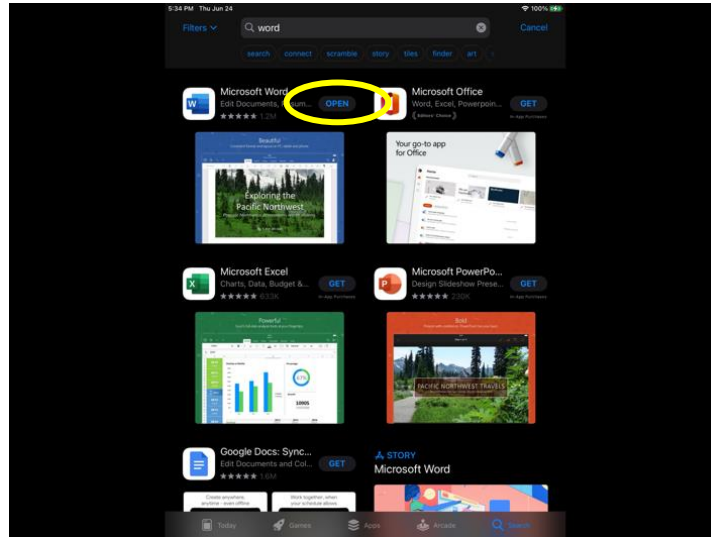
1. Open the App Store application, select the "Search" tab at the bottom, and then type "Word" or "Microsoft Word" into the search bar.
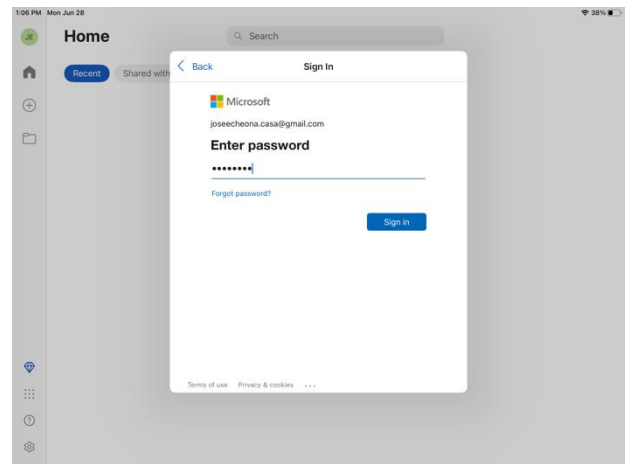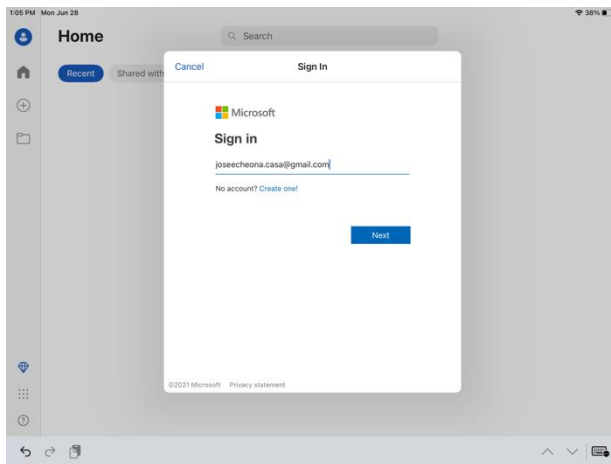

2. Select "Get" and then enter your Apple ID Password into the space provided. This would be a good time to reset your password by using the "Forgot Password?" option below, **if needed**.

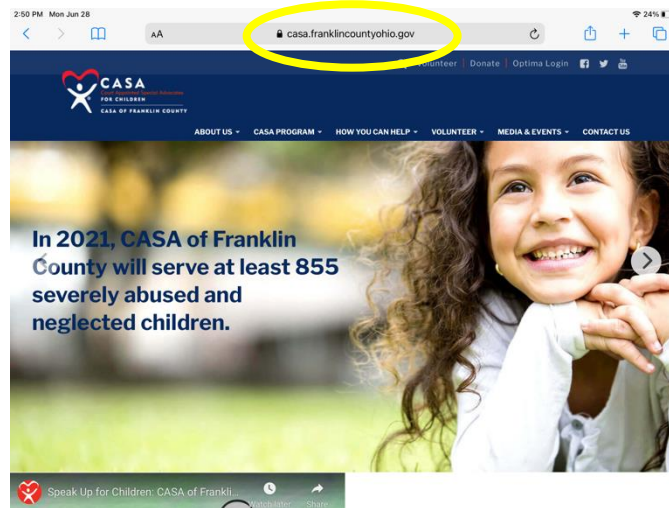2. Select "Open" and then Microsoft Word will launch on your device.

3. Once opened, select "Sign in" and enter the same **personal email** and **password** used to create your personal Microsoft account.
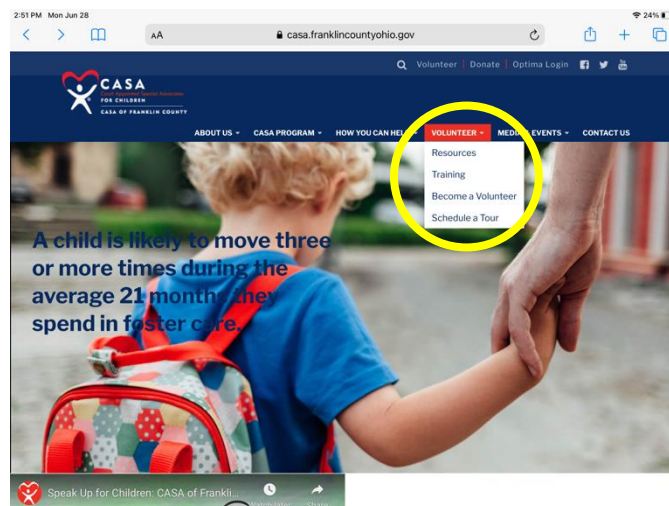

4. You're all set! Now that you have your very own Microsoft account and have installed Word, you are able to download and open documents that are formatted specifically to Word, in the application itself.

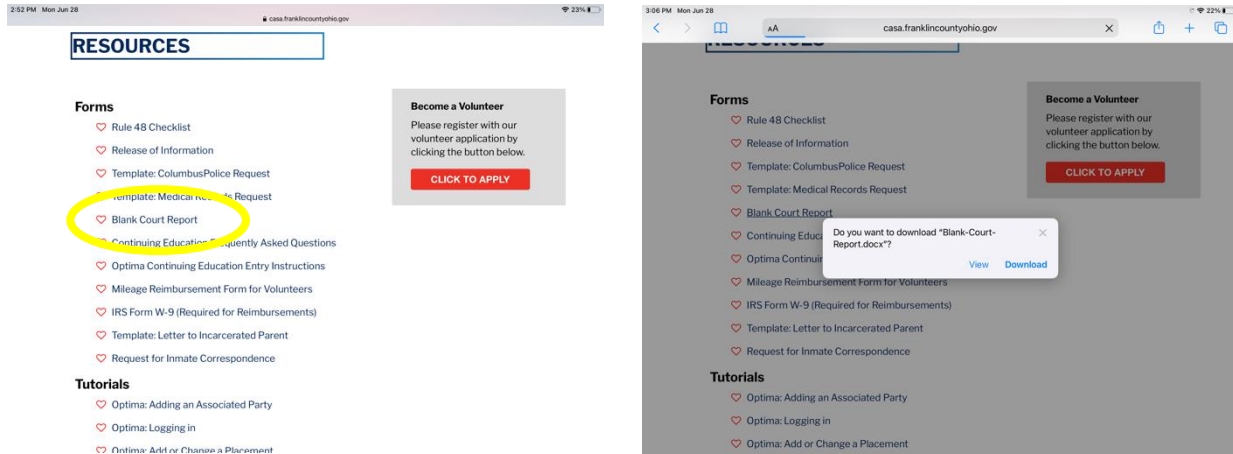**Opening Word Documents (From the CASA Homepage)**

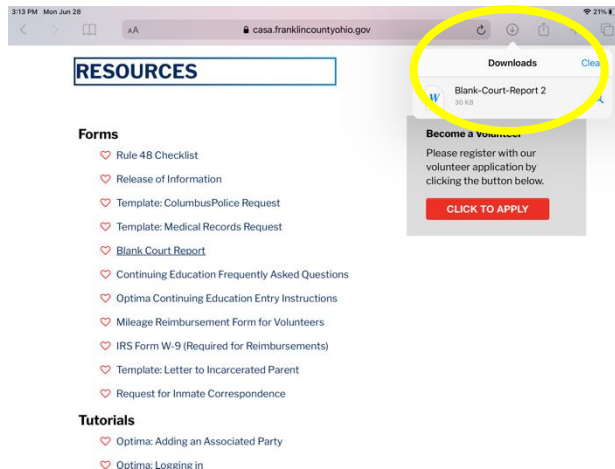1. Open the Safari application and type casa.franklincountyohio.gov into the search bar of your browser.

2. Select the "Volunteers" tab and then click on the "Resources" option from the drop-down menu.

3. Click on "Blank Court Report" (for example) under "Forms" and then select "Download".

4. Click on the arrow that will appear in the top right, and then select the first document in between the Microsoft Word symbol and a magnifying glass.

5. Finally! You will be redirected to the Microsoft Word application and have access to edit the desired document!