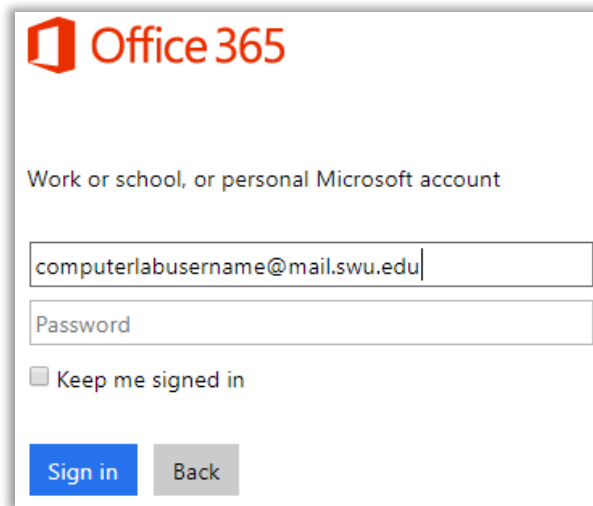


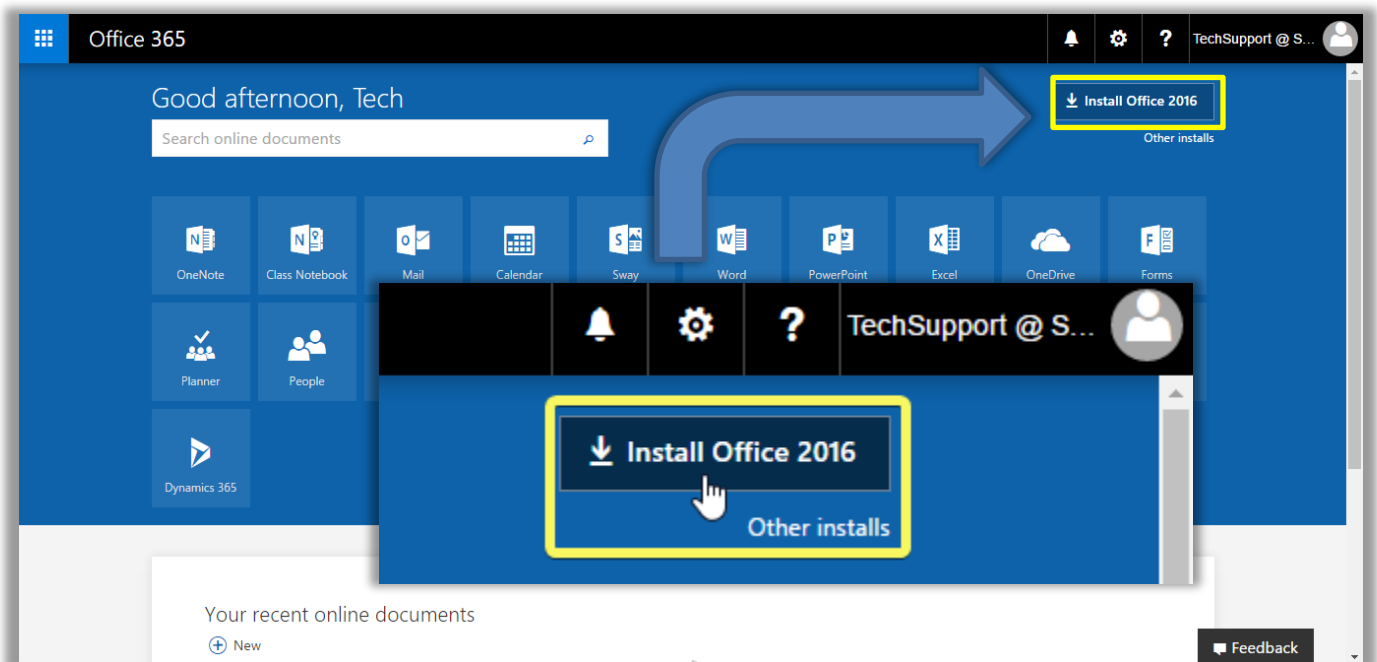
Downloading Office 2016 through Office 365 Pro Plus

To download free tools such as Word, Outlook, Excel, etc...

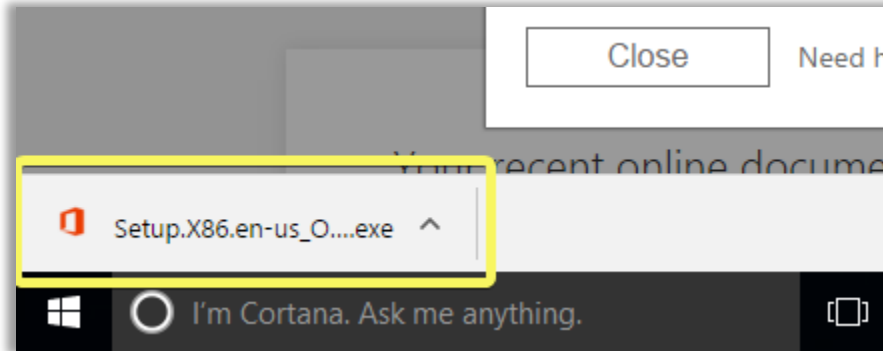
1. Sign in to -Office 365 Web Suite- with your university email address.
 - a. ex: computerlabusername@mail.swu.edu



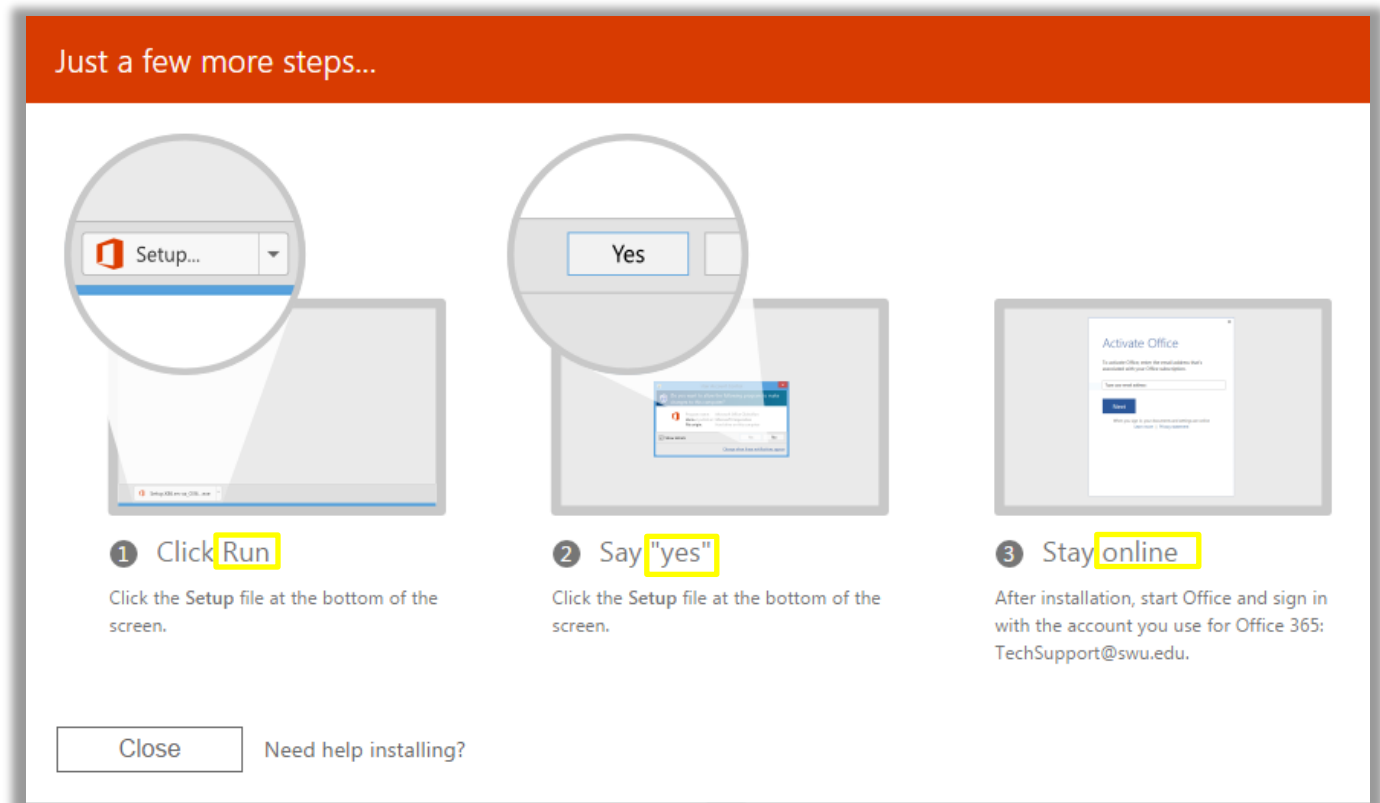
2. Select -Install Office 2016-.



3. Select the Office 365 download -Setup-.

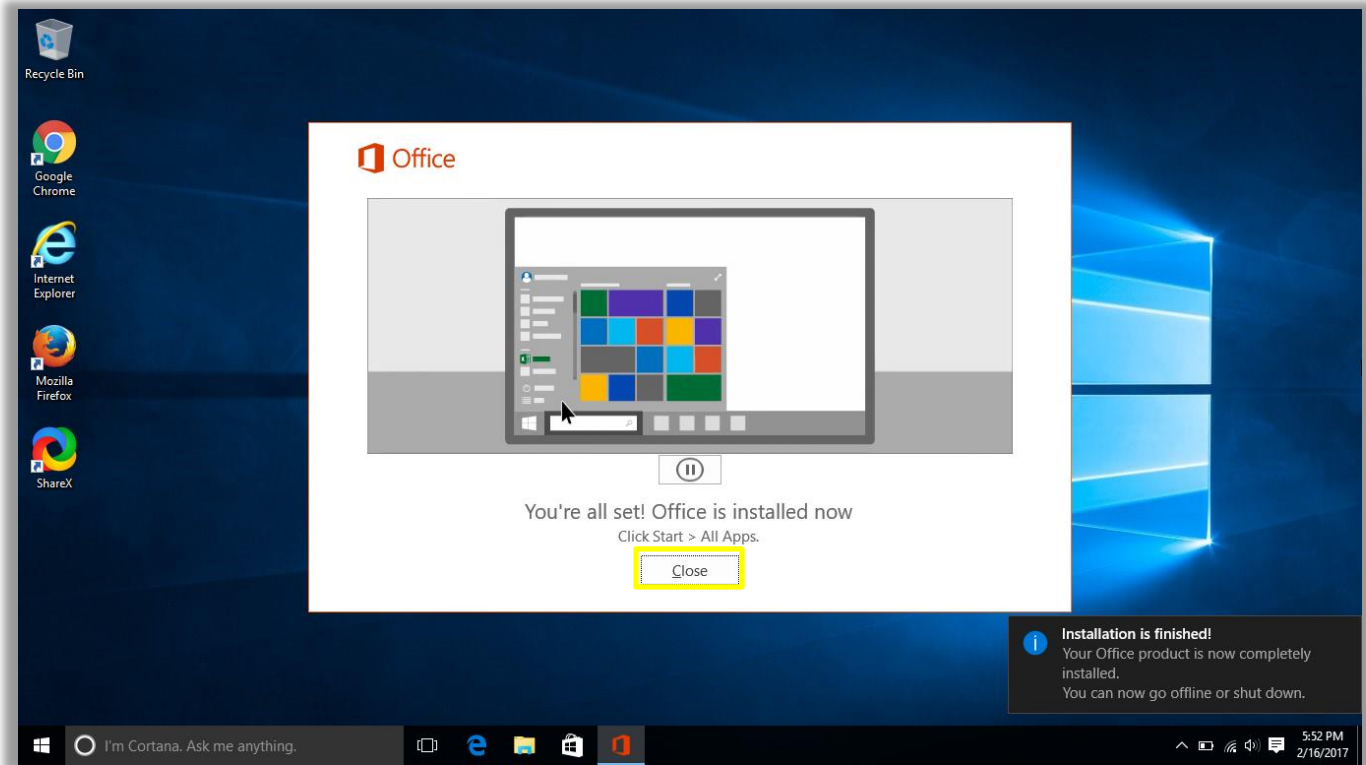


4. Run the installation of Office 365 using your system's automated cues.



The [bandwidth available](#) at the time of the install will greatly affect the length of time required for the install.

5. Click -Close- when an -Office- welcome screen is displayed.



6. Access -Office 365 Apps- installed on your system by clicking the windows icon and searching for the desired application.

