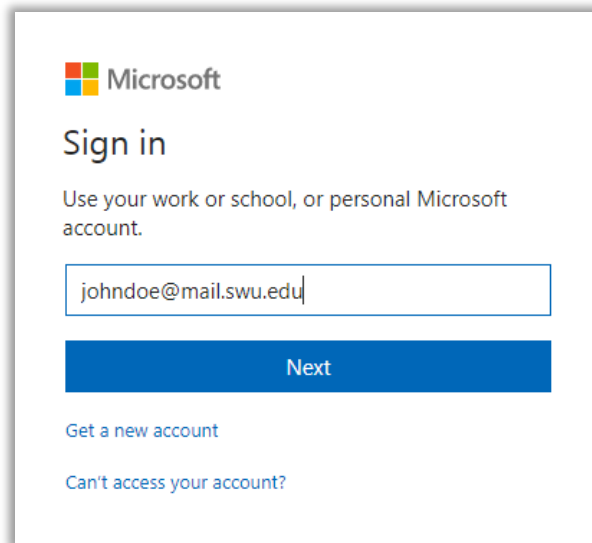


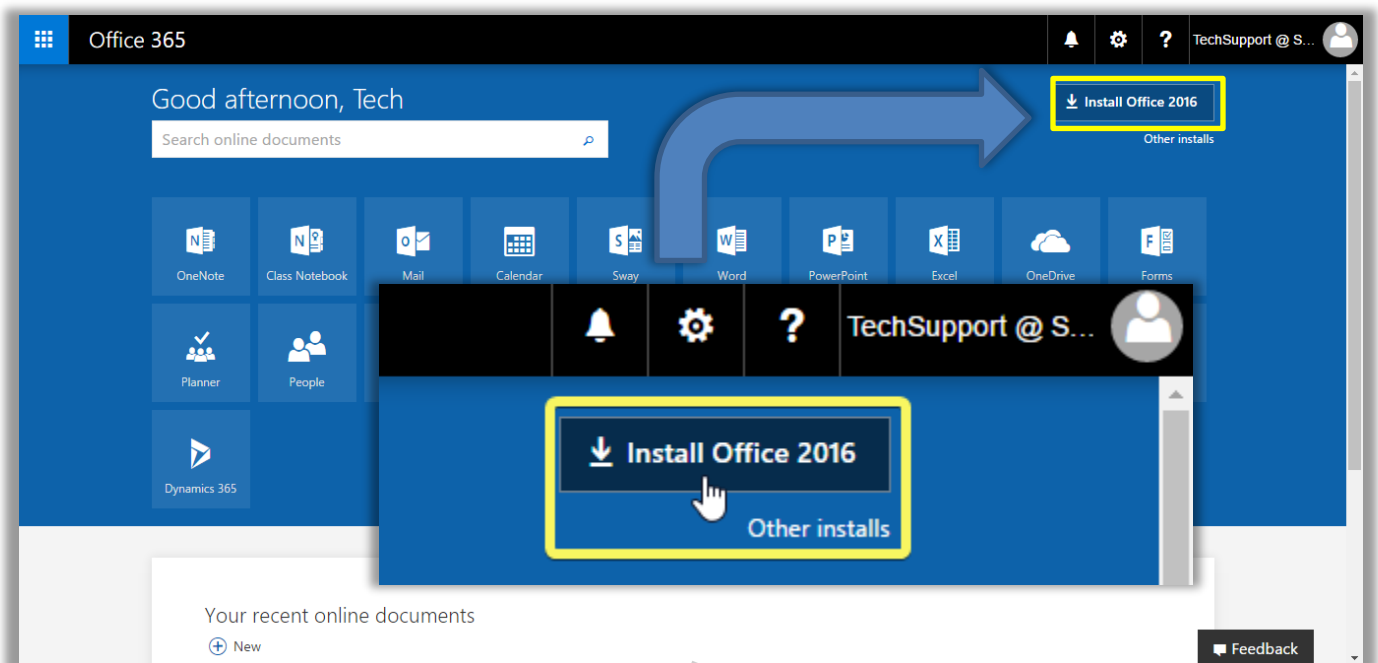
## Downloading Microsoft Office through Office 365

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

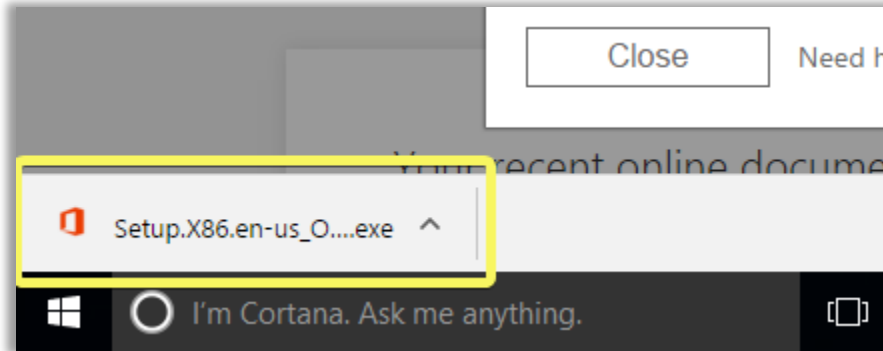
1. Sign in to -Office 365 Web Suite- with your university email address.
  - a. ex: johndoe@mail.swu.edu



2. Select -Install Office 2016-.

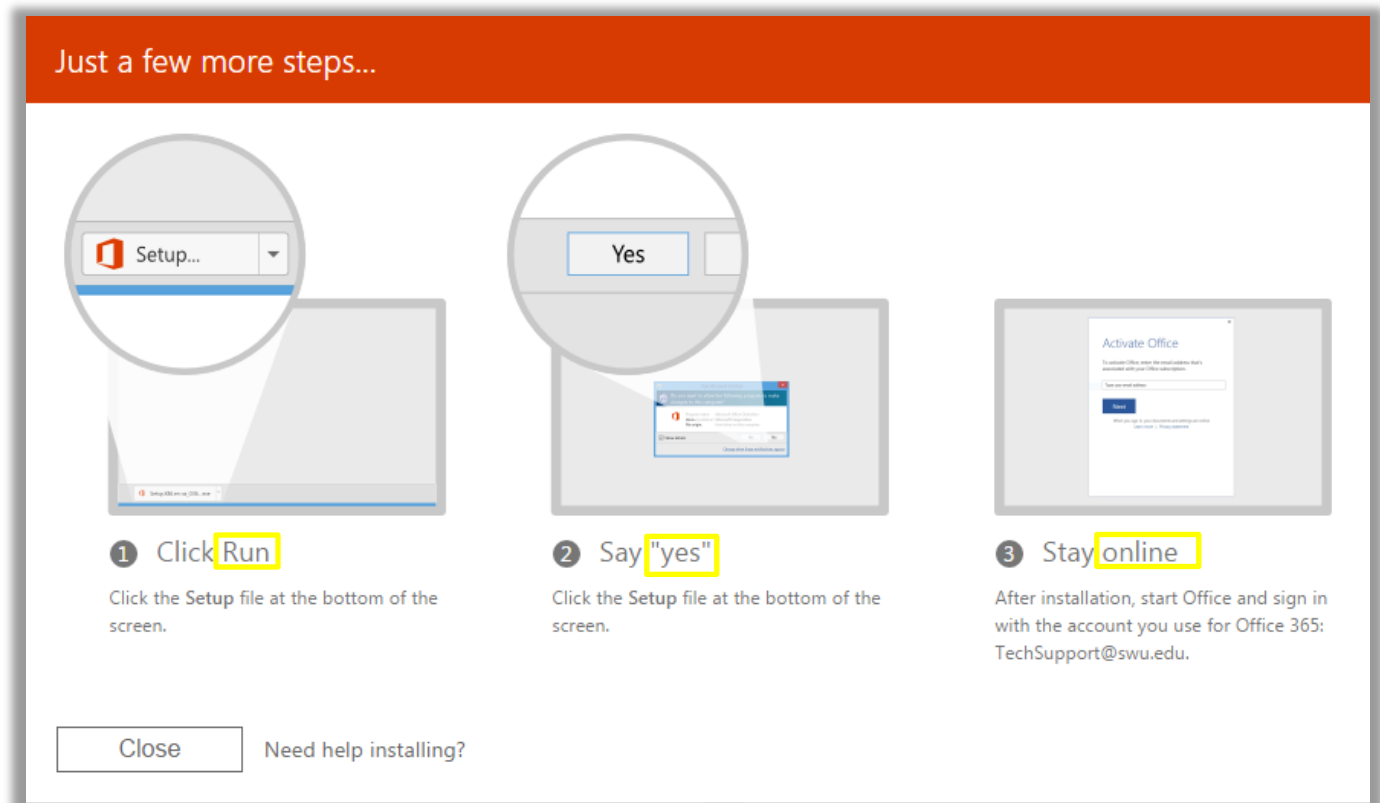


3. Select the Office 365 download -Setup-.



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

Just a few more steps...

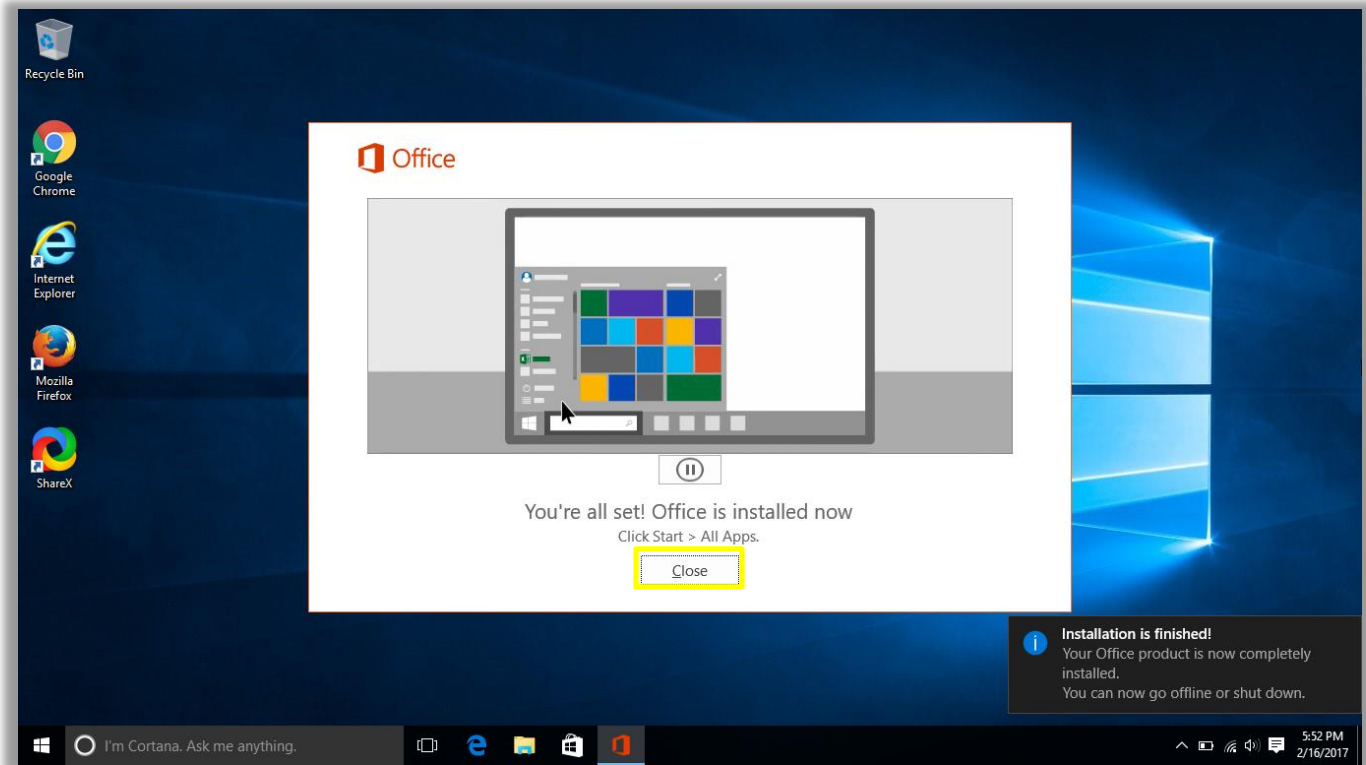


- 1 Click **Run****  
Click the Setup file at the bottom of the screen.
- 2 Say **"yes"****  
Click the Setup file at the bottom of the screen.
- 3 Stay **online****  
After installation, start Office and sign in with the account you use for Office 365: TechSupport@swu.edu.

Close    Need help installing?

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.

