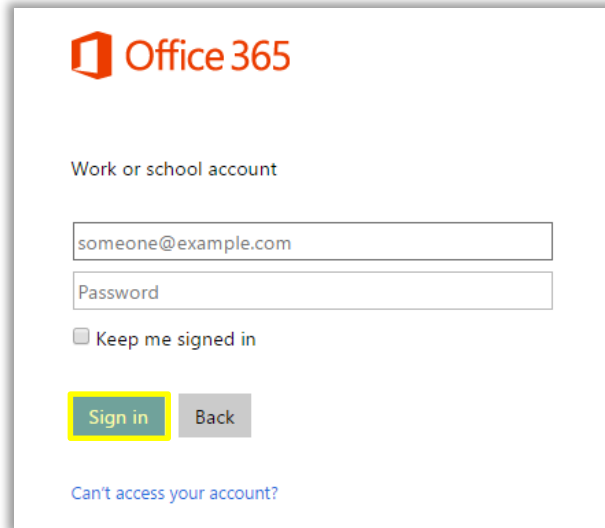


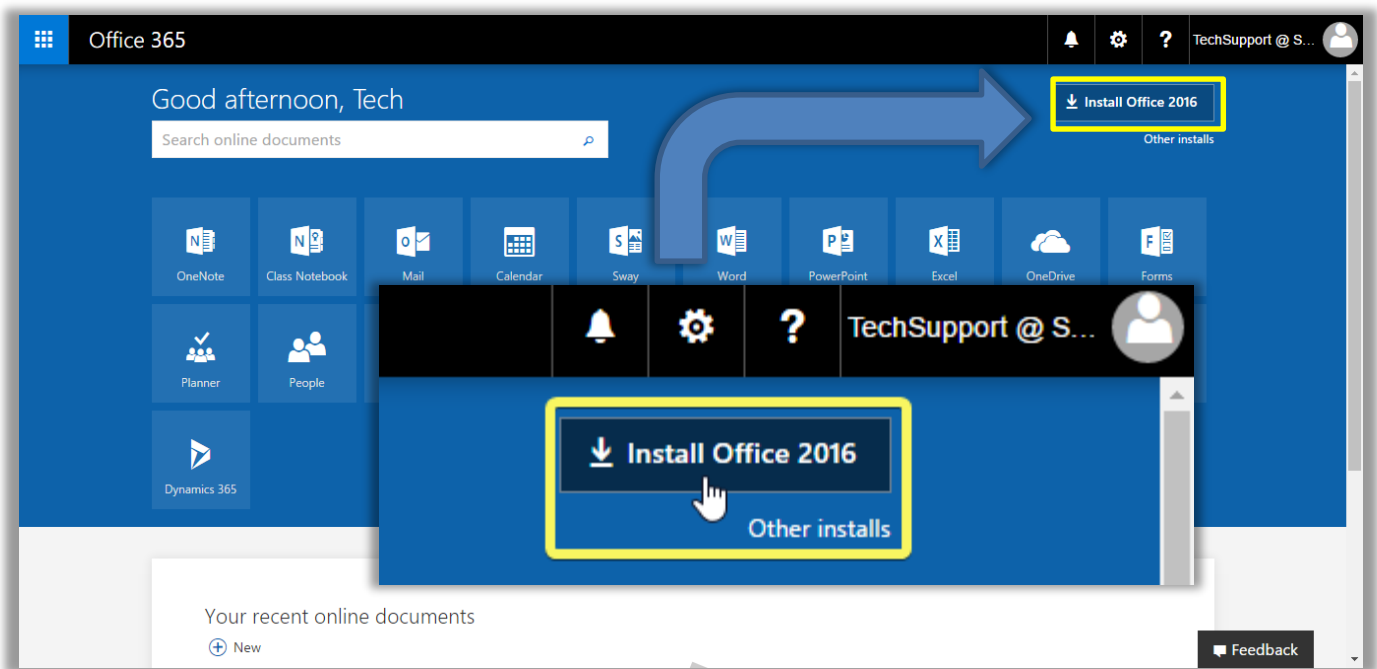
Downloading Office 2016 through Office 365 Pro Plus

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

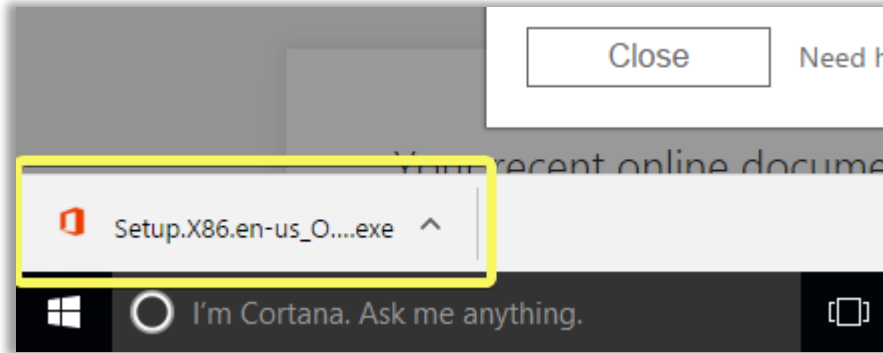
1. Sign in to -Office 365- with your school-issued email. ex: fullname@mail.swu.edu



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.

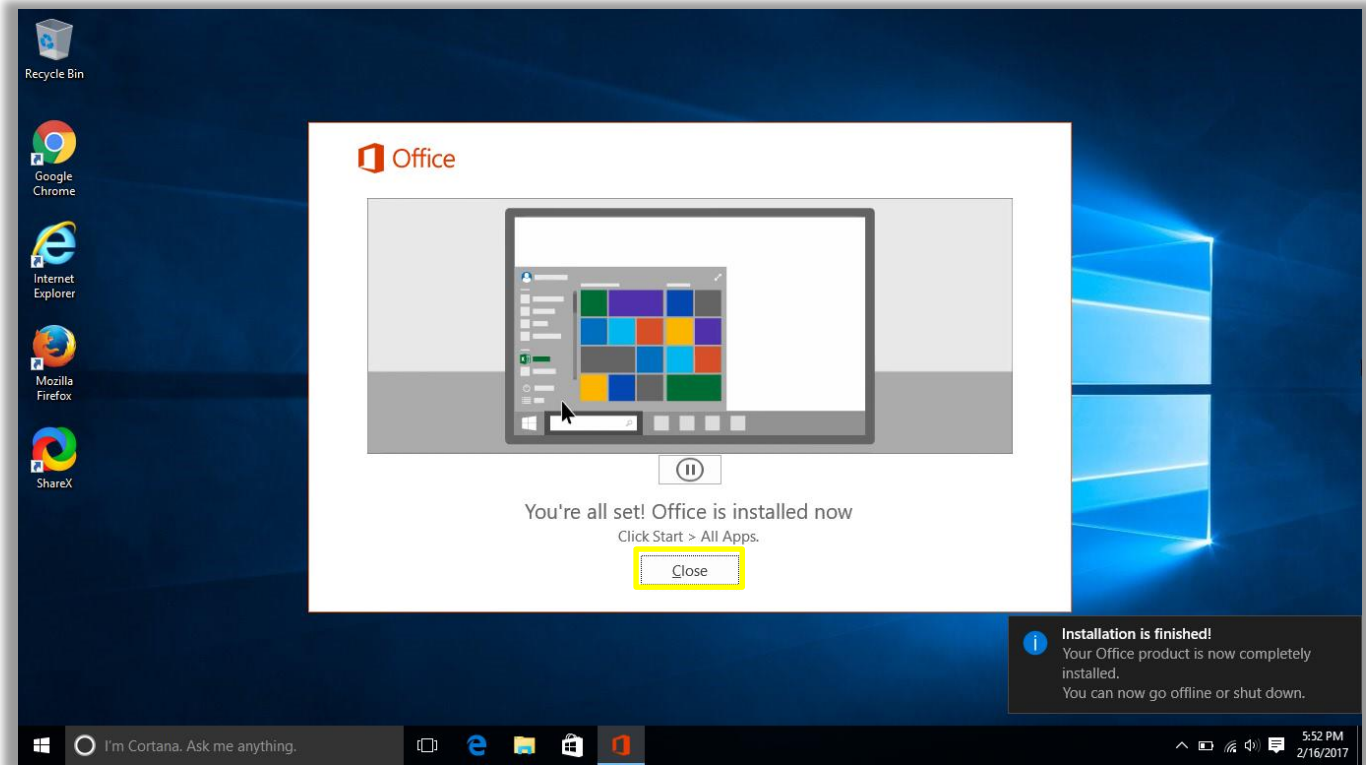
2 Say **"yes"**
Click the Setup file at the bottom of the screen.

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.

