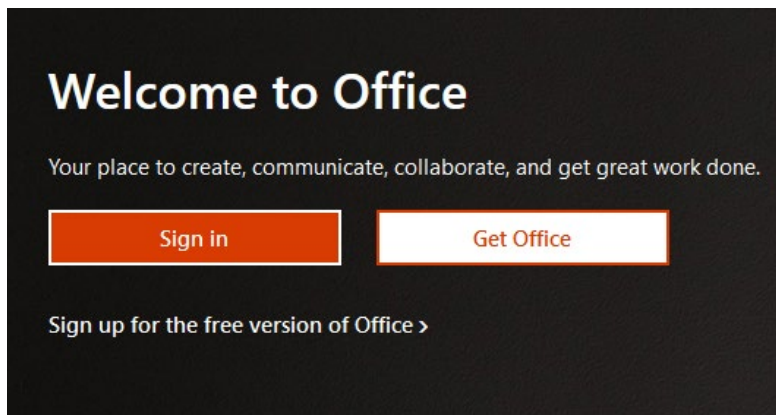


# Install Office 365 to Your PC or Mac.docx or Mac

If your device did not come with Microsoft Office pre-installed, Microsoft offers a free download of Office 365 for all UACCM students and employees. Office 365 contains most of the features of the full Microsoft Office software, plus free cloud storage for files and file sharing/collaboration apps.

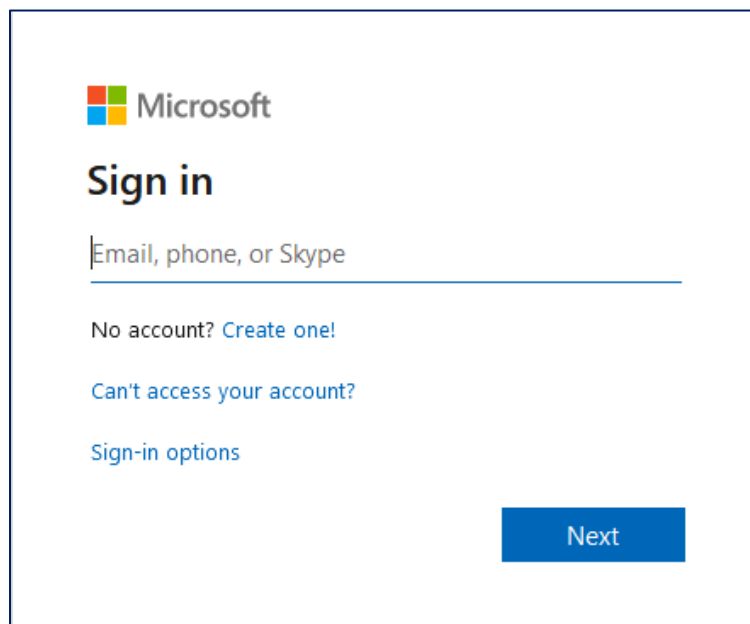
Students and employees may install Office 365 on up to five (5) devices. ***Please bear in mind that once you are no longer a student or employee of UACCM, you will no longer have access to the Office 365 account you created, so be sure to back up your important files to another account or storage device.***

Using Chrome, Firefox, or Safari\*, navigate to <https://www.office.com> and click the **Sign in** button.



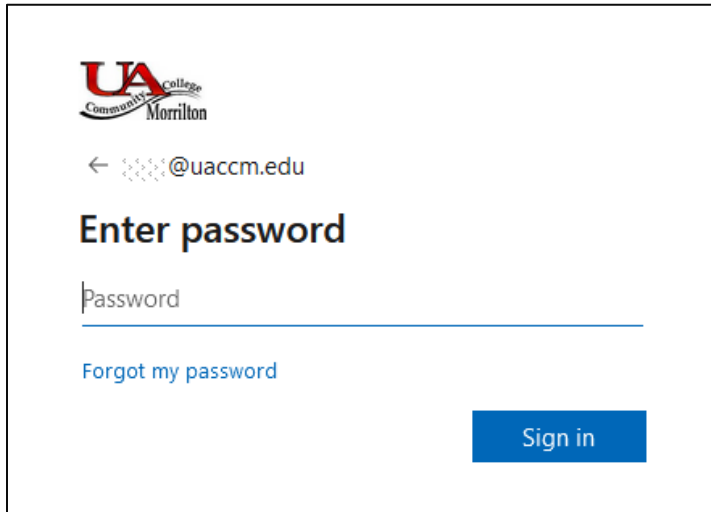
*\*We do not recommend using Microsoft Edge for this download.*

Enter your UACCM email address in the first window. Your email address is the same as your network username, but with the domain **@uaccm.edu** on the end.

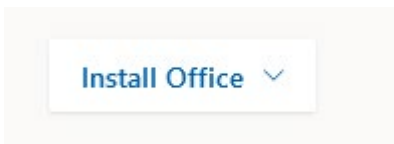


# Install Office 365 to Your PC or Mac.docx or Mac

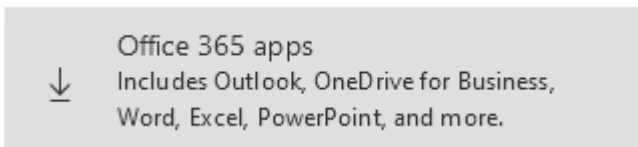
Enter your password in the second window. This is the same password you use when signing onto the network.



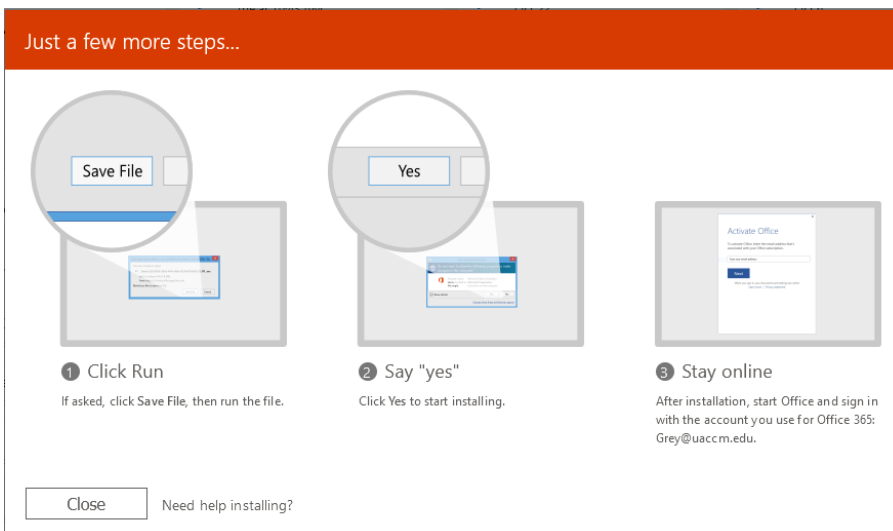
Near the upper right corner of the screen, you will see the download button for Office 365



Click the down arrow on the button and select **Office 365 apps**

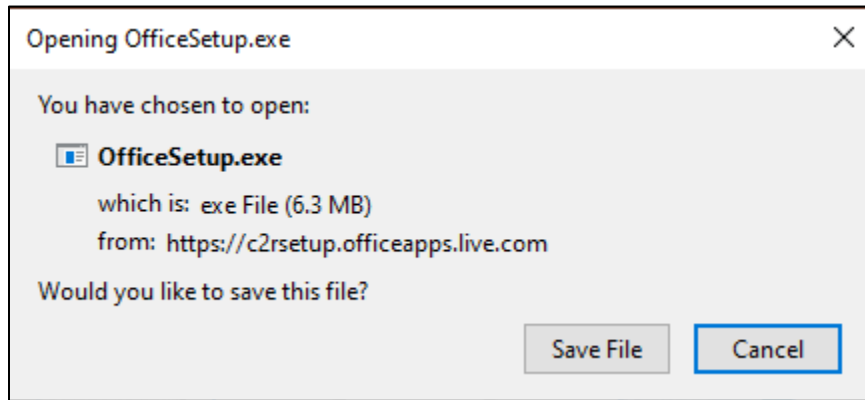


You will see a set of simple directions for installing the apps...

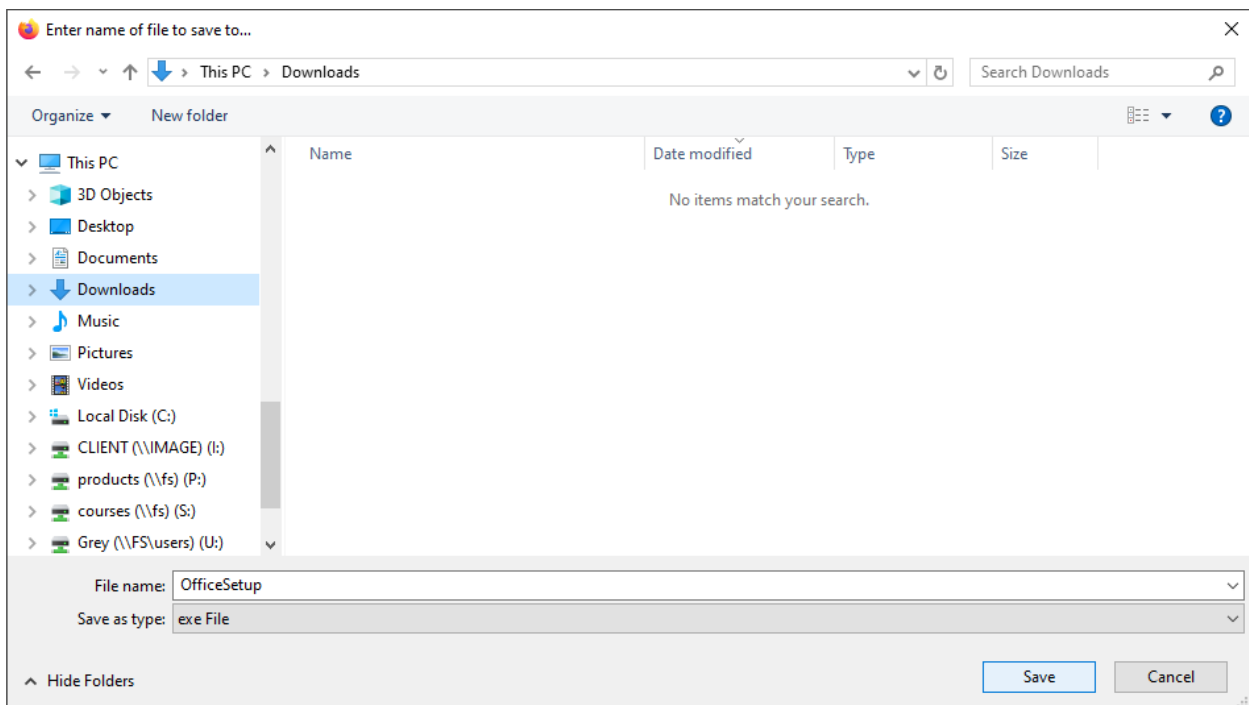


# Install Office 365 to Your PC or Mac.docx or Mac

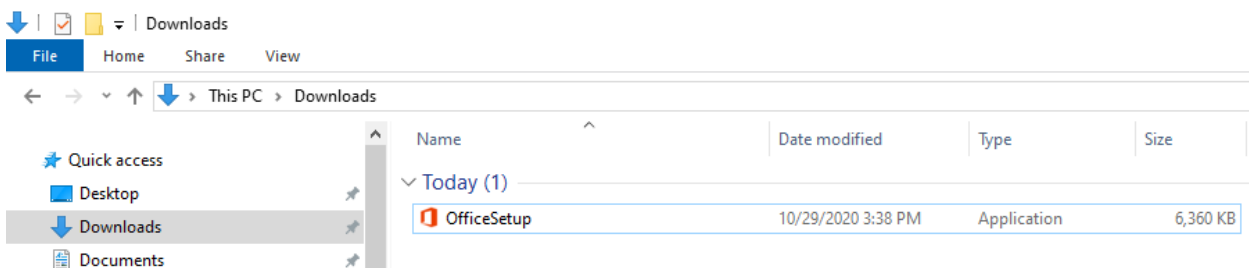
...usually overlaid with a dialog box prompting you to save the download file



You will be prompted to tell Office where you want the file OfficeSetup.exe saved. Go ahead and tell the program to save to your **Downloads** folder so it's easy to locate.



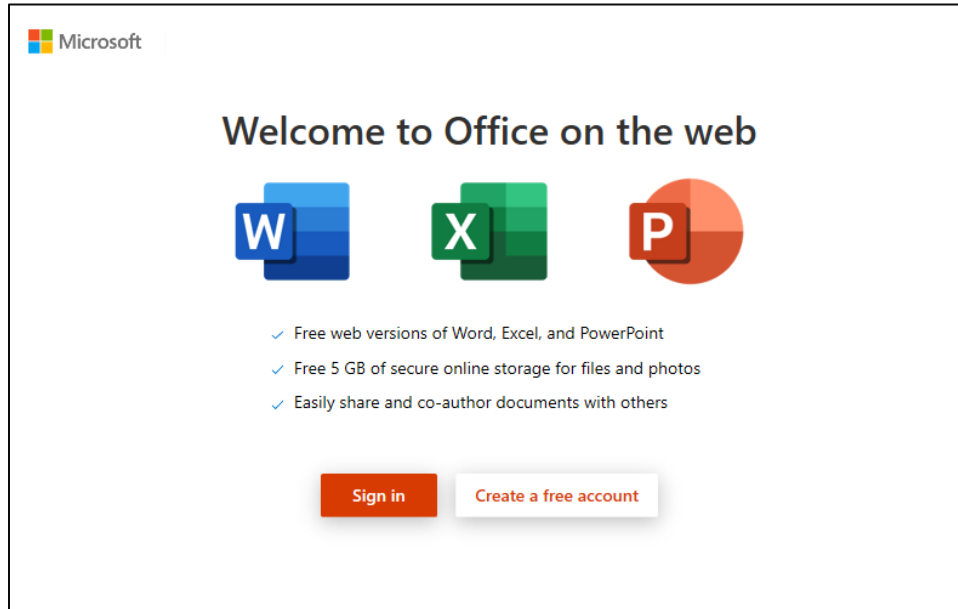
Once the download file is saved, you will need to find it and double-click the file name to open it.



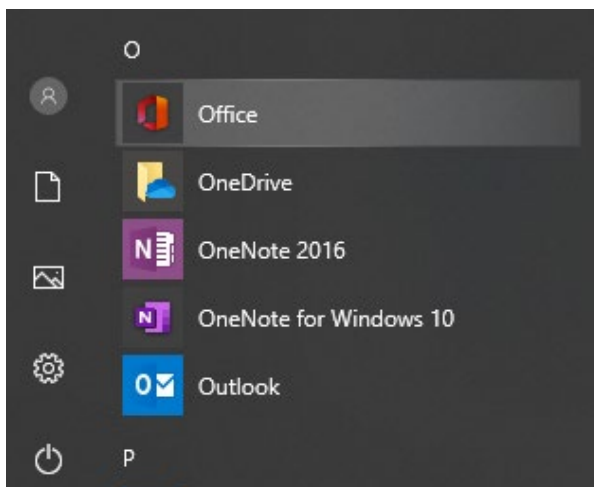
## Install Office 365 to Your PC or Mac.docx or Mac

When the dialog box appears asking if you want to allow the program to make changes to your device, click Yes to start installing Office 365. Depending on your network connection and speed, this could take as little as 20 minutes or as long as 45 minutes.

Once the installation is complete, Office will likely launch automatically to request you sign in.



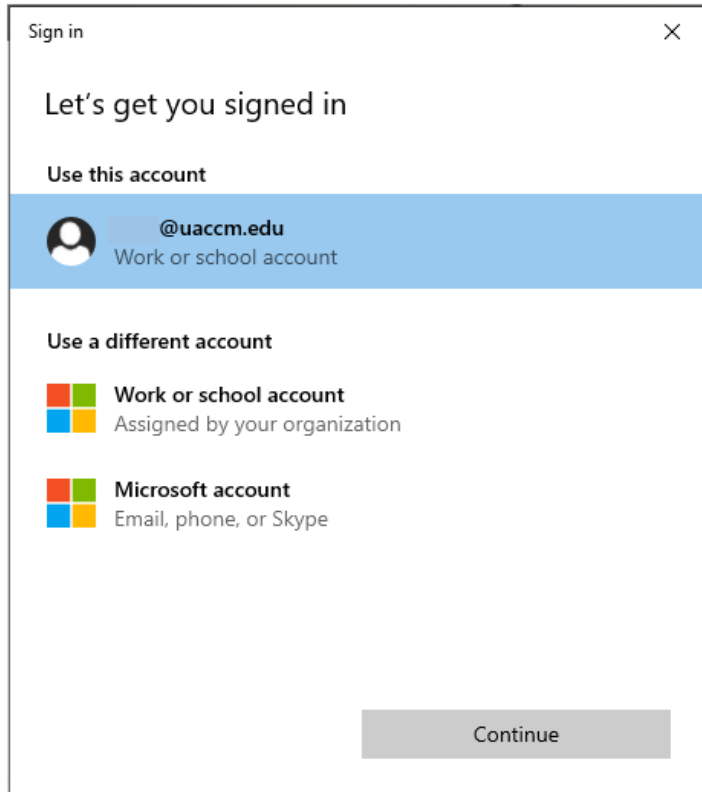
If the program does not launch automatically, you should be able to find it on the Start menu in your list of programs.



Just click on the **Office** icon to launch the Sign in window

# Install Office 365 to Your PC or Mac.docx or Mac

Make sure the name of your UACCM account is highlighted, then click **Continue**.



Since you are already signed into Office.com, you should be taken directly to your home page.

Over on the left side of the screen, you will see a column of icons for all the apps you now have access to.

