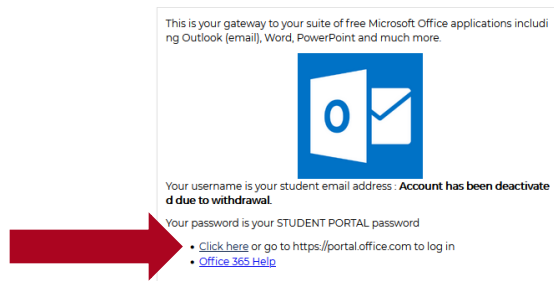




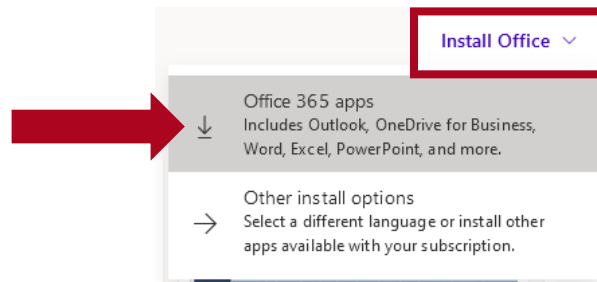
Office 365 Resource Guide

How to Download Word, PowerPoint, and Excel to Your Computer

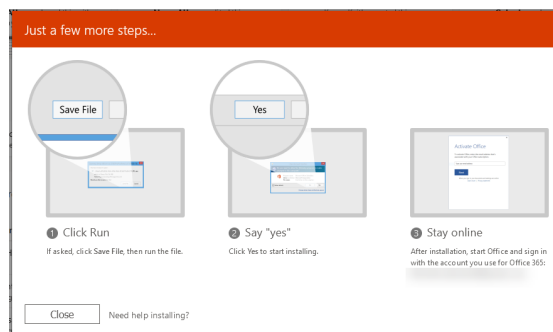
1. Log into your [Student Portal](#).
2. Click on the “Click here” link in the **My Email & MS Office 365 Applications** box, or visit <https://portal.office.com>.



3. Click on the “Install Office” option and select “Office 365 apps.”



4. Follow the instructions that pop-up on your screen.

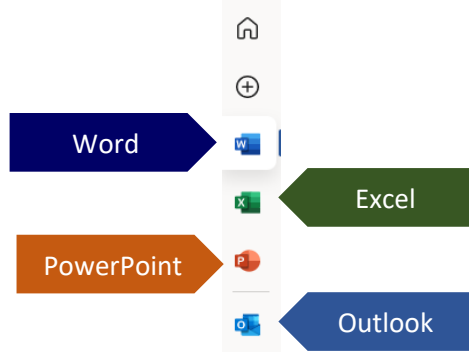


After you have installed Office 365, try opening Word, PowerPoint, or Excel from your computer's Start menu or Finder app. These programs should have been downloaded to your computer.

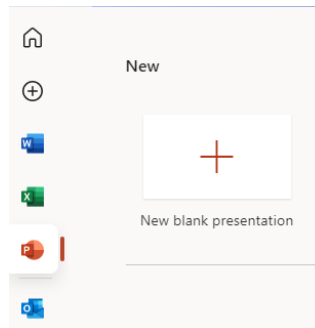
Note: You may need to sign into [Office 365](#) again. Be sure to use your **university email address** and **password**.

Still Having Issues?

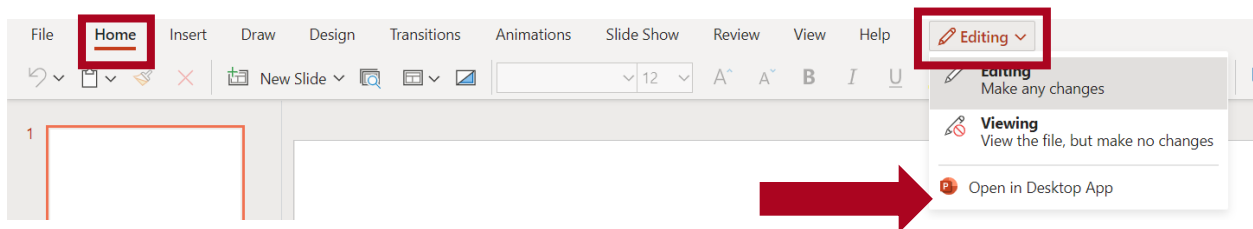
1. Visit <https://www.office.com/>.
2. Sign in using your **university email address** and **password**.
3. Click on the program you would like to use from the left navigation pane.



4. Then select “New blank document” (Word), “New blank workbook” (Excel) or “New blank presentation” (PowerPoint). Your blank document, workbook, or presentation should open.



5. To open your file in the desktop app, click on the “**Editing**” option located in the Home tab, and select “**Open in Desktop App.**”



If you need further help accessing Office365, review the [Student Email & Office 365](#) page.