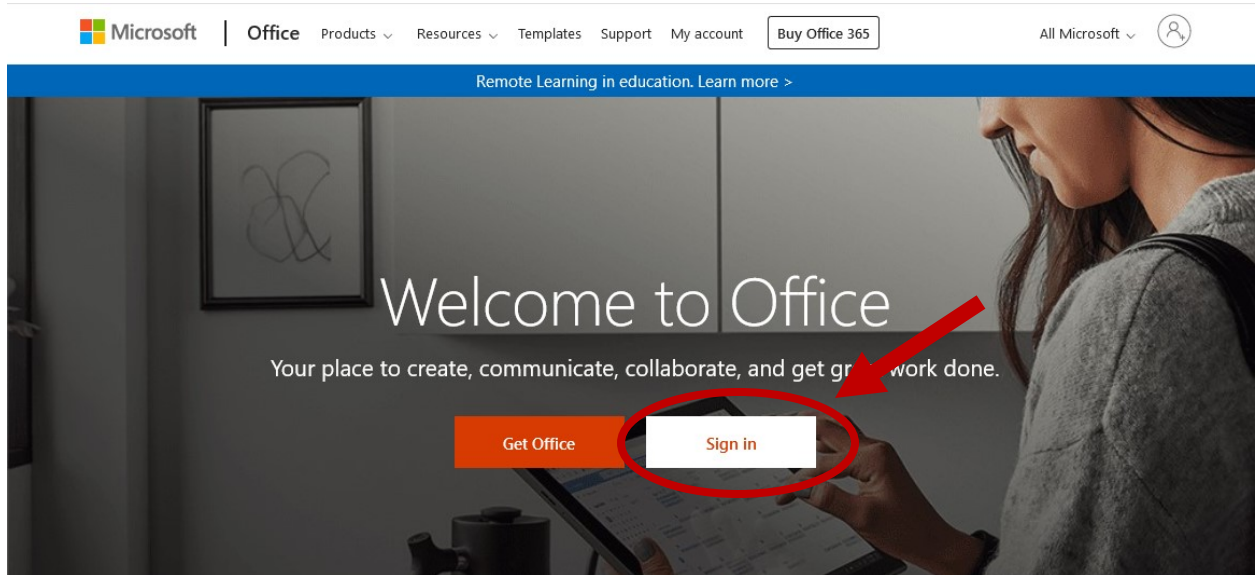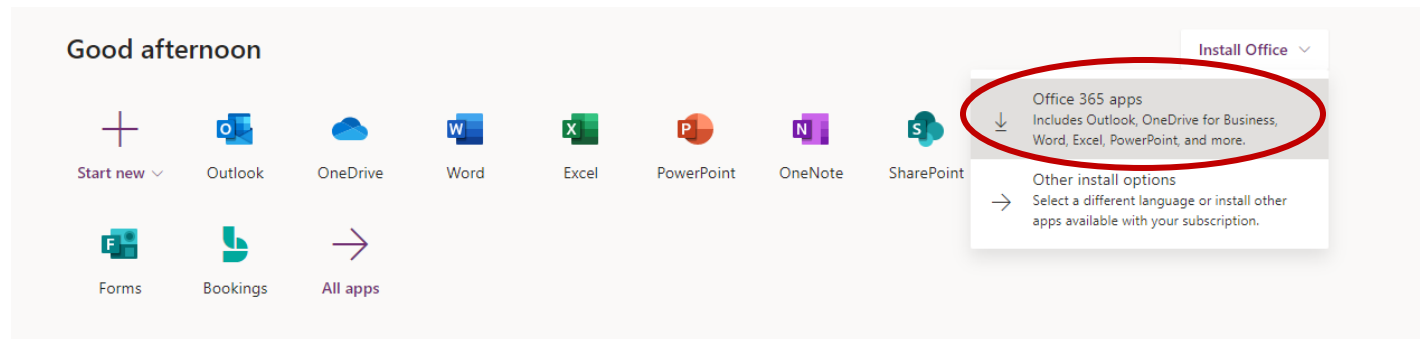**How to Install Microsoft Office (Personal Devices)**

To download Office 365 suite for (Mac and Windows) please go to:

1. Go to office.com and sign in with your university email and password

2. Once you are logged in, your Office 365 dashboard appears. Select the Install Office in the upper right-hand corner and select Office 365 apps (pictured below)

3. Once clicking that option the download begins.
4. After the download completes, install the program.
5. After the install completes, open any program (i.e. WORD) and sign in with your university email and password if requested to activate the software.

If you have any trouble feel free to contact the Technology Support Desk at 209-667-3687