

# HOW TO DOWNLOAD MICROSOFT OFFICE 365

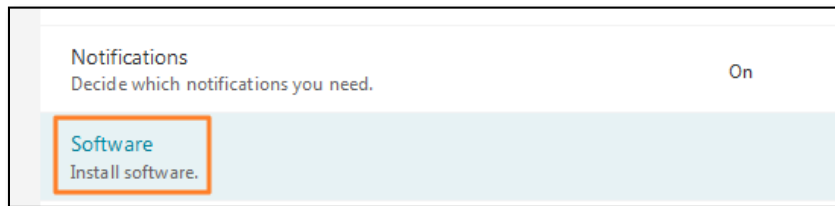
UNIVERSITY OF EVANSVILLE · OFFICE OF TECHNOLOGY SERVICES

This guide will walk you through the steps to install Office 365 which includes the latest version of Office for PC and Mac.

1. Uninstall any existing versions of Office from your computer.
2. Open any browser and go to: [acemail@evansville.edu](mailto:acemail@evansville.edu)
3. Log in using your University of Evansville email address and password
4. Select the **gear** icon in the upper right



5. click **Office 365** (located towards the bottom)
6. Select **Software** from the settings tab



7. Click **Install**

Figure 1: Office 2013 for PC

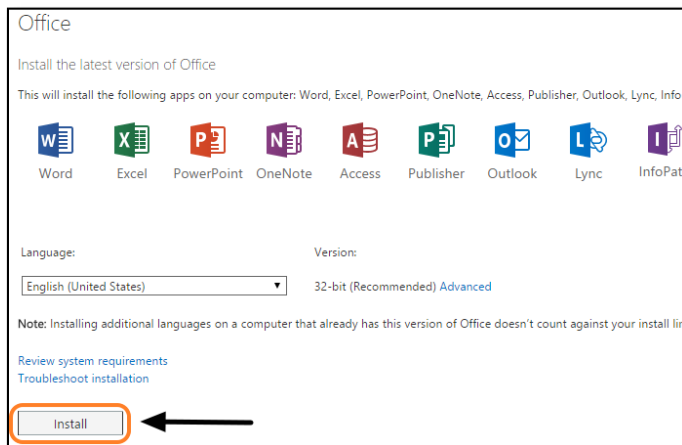
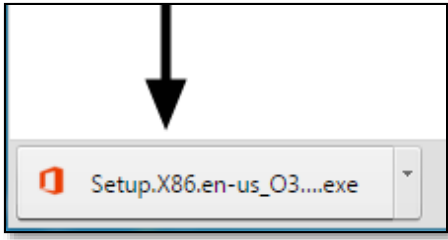


Figure 2: Office 2016 for Mac

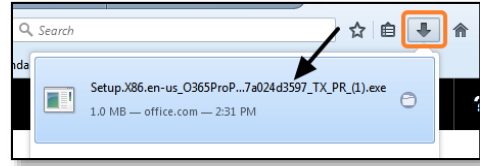


8. Once you click install, the file download will be initiated. Depending on what browser you are using, the steps to access the downloaded file may vary slightly:

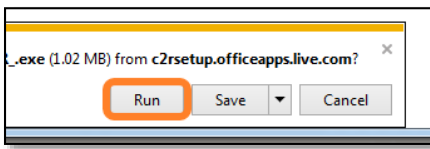
**Chrome:** Select the file download from the downloads bar at the bottom of the screen once complete.



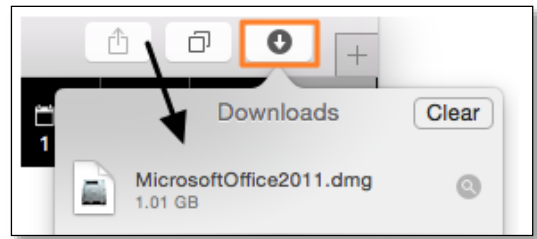
**Firefox:** If prompted, click **Save file**. When the file download completes, select the download from the downloads menu in the upper right.



**Internet Explorer:** Select Run when prompted at the bottom of the screen.

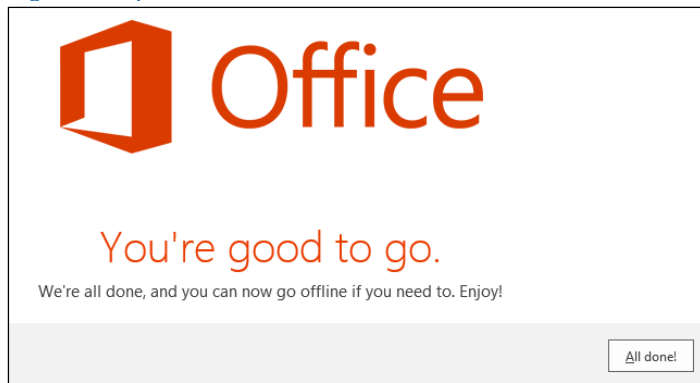


**Safari:** When the file download completes, select the download from the downloads menu in the upper right.



9. If prompted, click **Run**
  - a. If using a Mac, click the **Office Installer**
10. Proceed through the installation steps and follow the prompts
11. When you see "You're good to go", click **All done**.
  - a. If using a Mac, the installation is complete when you see "the installation was successful" and click **Close**.

**Figure 3: Completion Screen on a PC**



**Figure 4: Completion Screen on Mac**

