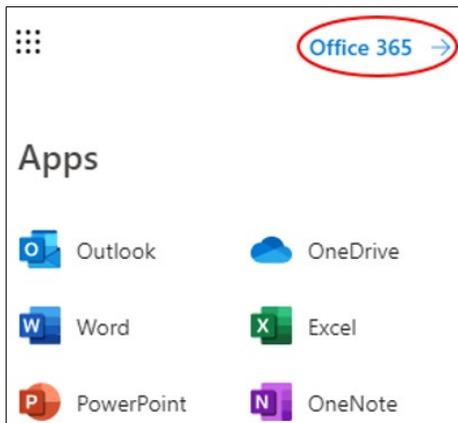# HOW TO DOWNLOAD OFFICE 365

As a student at WTAMU you have access to Office 365 through your student email. You can download Office for FREE or install the apps on up to 5 computers (PC or Mac) or mobile devices.

1. Login to your student email.
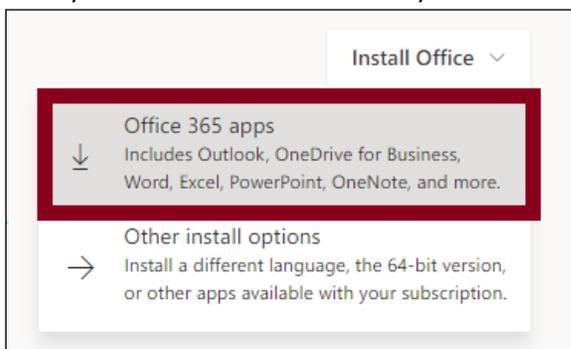
2. In the top left click the square grid.

3. Then click the **Office 365** link.

4. Click the **Install Office** dropdown arrow located in the upper right hand corner of the screen.

5. Then you will select the tab that says **Office 365 apps.**

6. A downloading box will appear in the bottom left hand corner of your screen **OR** a file explorer box will appear prompting you to choose a location to save the setup file. Once Microsoft Office has finished downloading, click on the box in the left hand corner or open up the file from the location you chose to save it at.

7. You will be prompted to sign in to your Microsoft Office account when opening an application. After you have signed in once, you will not have to sign in again.