

GET MICROSOFT OFFICE FOR WINDOWS PC

INSTRUCTIONS

1. Open a web browser and go to utep.onthehub.com



- 2. Log in with your UTEP credentials.
- 3. Here, you will select the Office Professional Plus 2019 (PC only).
- 4. Select add to cart.
 - **5.** Make sure to have all other boxes unselected, then proceed to click on checkout.

Office Professional Plus	Office Professional Plus 2009 (English) (Student Option) - 1 Download Learn More Learn More	Price Free
Recomme	nded for You Basic Access Guarantee (* month) - Ind	luded
binders	Windows 10 Education (English)	Free
Office Interesta Interesta	Office Home & Business 2019 (MACIPC)	Free
People Als	so Bought	
24	Extended Access Guarantee (24 months) Upgrade all items in your order from Basic to Extended Access, which guarantees 24 months of access byour downloads and keys for just a small fee. Note that it does not extend time-initized licenses.	\$5.95
-	Norton Security Deluxe († year, 3 devices) Details	\$24.99 P
	Back to Shopping Check Out	

6. Be sure to read the Microsoft Student Option User Acceptance Form. Scroll to the bottom of the page. You will see your username right under the box, copy and paste it in the username box. In signature type in your first and last name. Click on Accept.

apmartinez11@utep.edu	
Signature (type name)*:	
Decline	Accept

- 7. Fill out your contact information and click on Proceed with Order.
- 8. Click on Download.

NOTE: MAKE SURE TO WRITE DOWN, PRINT OUT OR TAKE A PICTURE OF THE PRODUCT KEY FOR FUTURE REFERENCES.



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9. Click on Download.

Downloads	31 Days Left Basic Access Guarantee (1 month) - Included
Office Professional Plus	Office Professional Plus 2019 (English) (Student Option) - Download Product Key: GNTVV-KM4JH-M3JX8-DWVJ2-KW4XB • Please be sure to download Office using the computer you wish to install it on. Your product will be activated automatically when the download is launched.
Download	

10. Installer should download. Once it is finished, run the installer.

11. After the installer finishes the installation search for any program on the search bar (Word, Powerpoint, Excel, Outlook, Publisher, Access).

12. Open the selected program. All office products should be activated and ready.

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