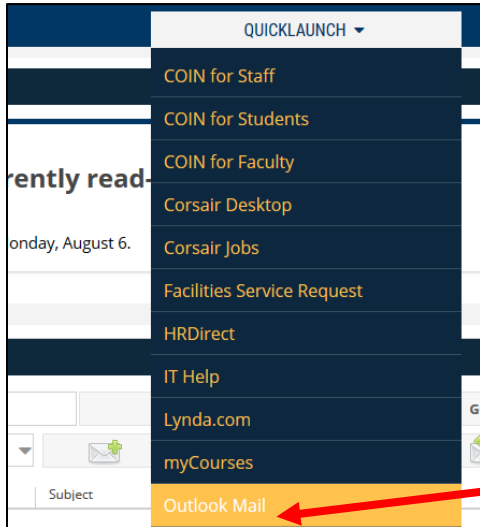


Installing Microsoft Office

Many classes will require you to use Microsoft Word and PowerPoint to write papers and create presentations. This software usually comes at a cost, but as a UMass Dartmouth student you can download and install Microsoft Office for free!

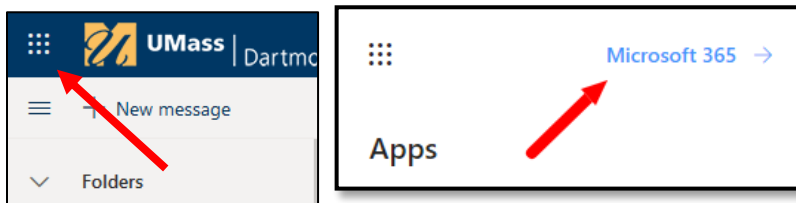
Step 1:

Log into the [myUMassD portal](http://my.umassd.edu) (my.umassd.edu) and select “Outlook Mail” from the **Quicklaunch** menu.



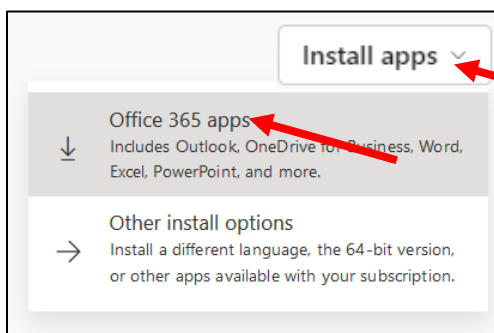
Step 2:

Click the button with **nine dots** in the top-left corner of Outlook and then click “Microsoft 365 -->”.



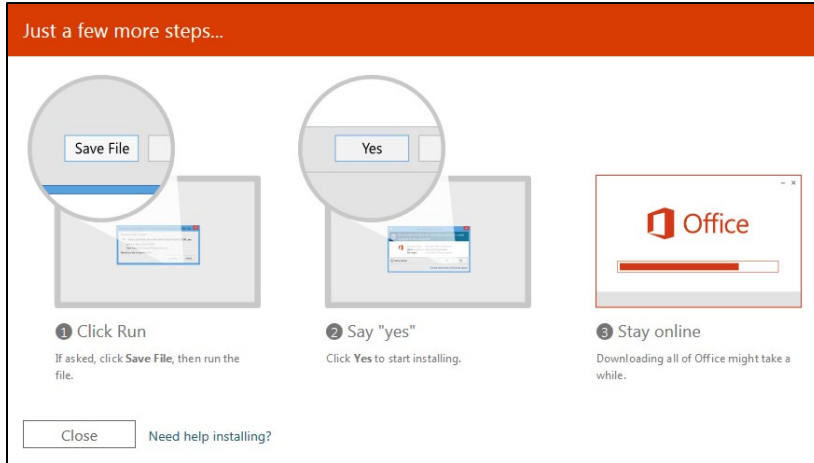
Step 3:

Click the “Install apps” button in the upper-right corner of the page and then choose “Office 365 apps”



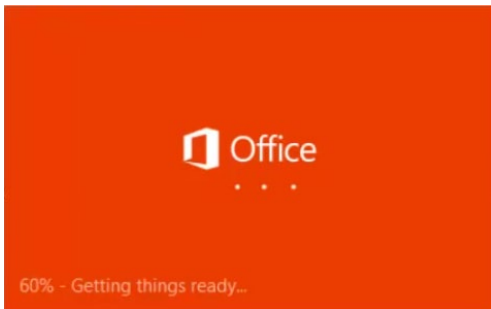
Step 4:

Microsoft Office will prompt you to save or run an installation file. Allow the file to run (or save it.) If it does not automatically open, you will need to click on it (or double-click on it in your downloads folder) to start the installation.



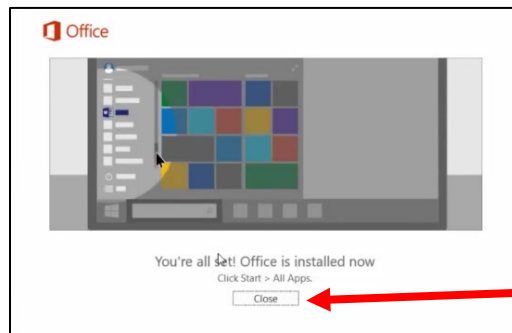
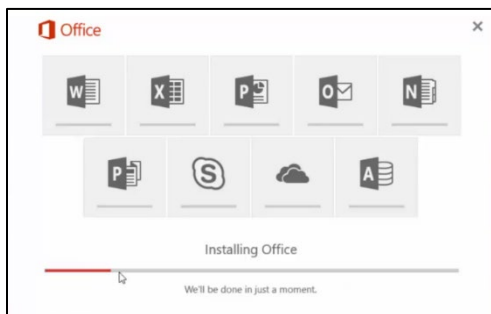
Step 5:

Once you have run the download file, a window will appear that prepares your installation. This may take several minutes to run.



Step 6:

A new window will appear that shows the progress of installing each office application. This process may also take several minutes to complete. Once the installation changes to the "You're all set!" page, click the "Close" button.



Microsoft Office is now installed.

If you are on a Windows computer, you can launch programs like Word 2016, PowerPoint 2016, and Excel 2016 from the start menu.

- On **Windows 10** you will find each program under the “All Apps” area of the start menu.
- On **Windows 7** you will find each program under the “All Programs” folder in the start menu.

If you are on a **Mac** computer the office programs should be accessible from your dock along the bottom of the desktop. They can also be found under the “Go” menu in the “Applications” area.