How to download Microsoft Office to your personal computer:

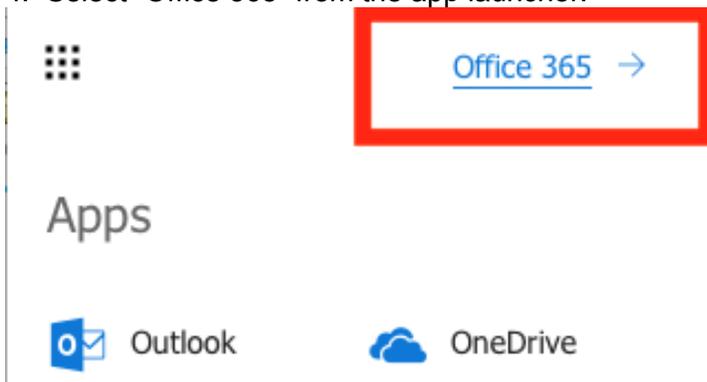1. Login to Salve Portal (https://portal.salve.edu)
2. Select the "Office 365" icon:

Quick Start

Office 365
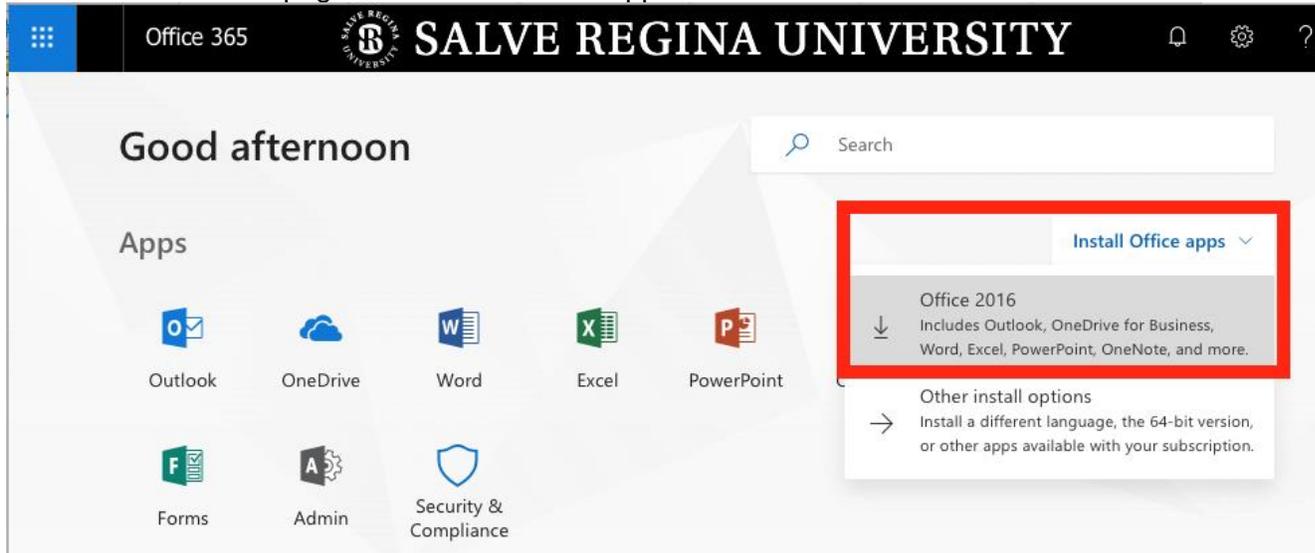
3. Once your Office 365 Outlook Web Mail page finishes loading, select the app launcher on the top left:

Outlook

Se Open the app launcher to access Office 365 ap

Folders

^ Favorites

Inbox   50
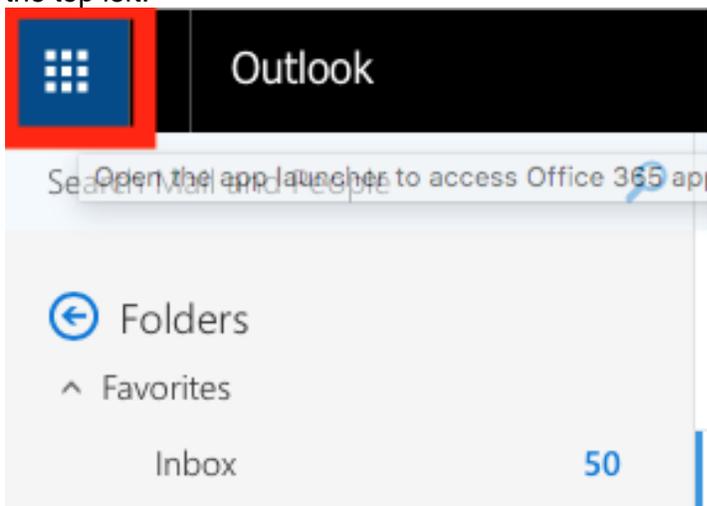
4. Select "Office 365" from the app launcher:
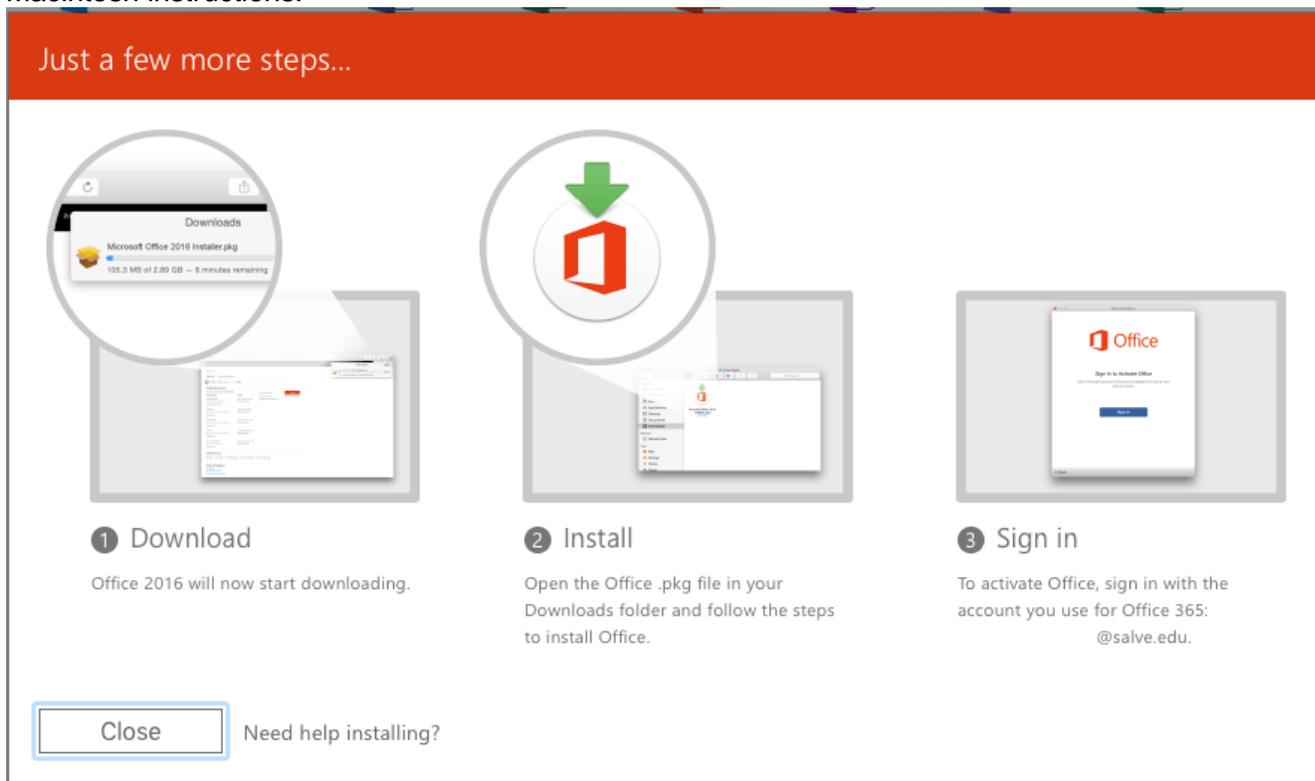
Office 365 →

Apps

Outlook   OneDrive

5. On the Office 365 page select Install Office apps -> Office 2016

6. Follow the directions provided that pop-up to finish the installation on your computer after the download is finished:

Macintosh instructions:

Windows instructions:

Just a few more steps...

Setup...

Yes

Activate Office

1 Click Run
Click the **Setup** file at the bottom of the screen.

2 Say "yes"
Click **Yes** to start installing.

3 Stay online
After installation, start Office and sign in with the account you use for Office 365: @salve.edu.

Close   Need help installing?

If you encounter any difficulty, please stop by the Technology Services Center in McKillop 008 and they can assist with the install.