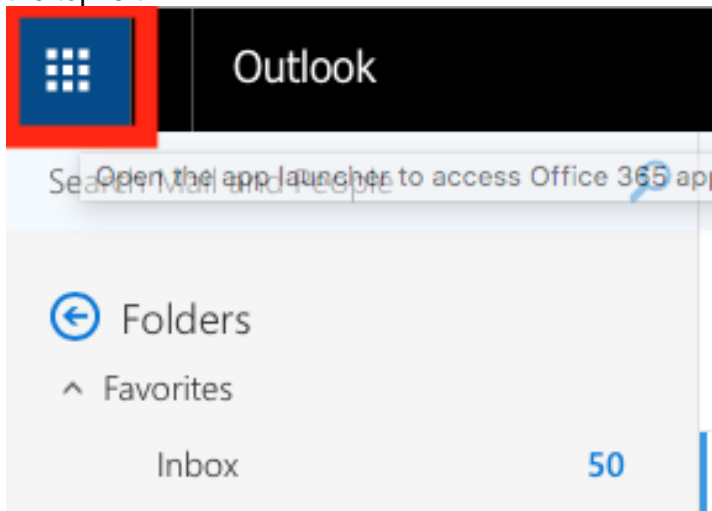


How to download Microsoft Office to your personal computer:

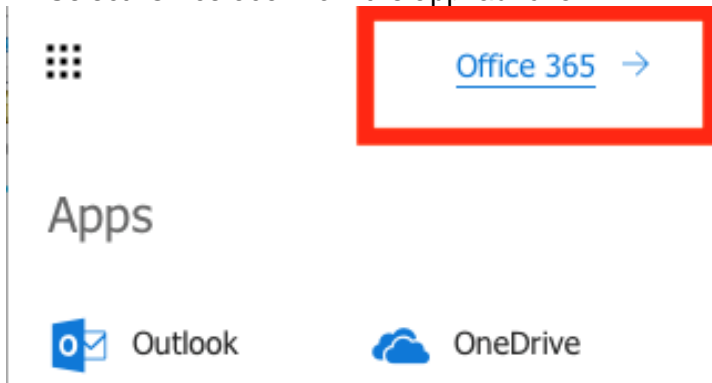
1. Login to Salve Portal (<https://portal.salve.edu>)
2. Select the "Office 365" icon:



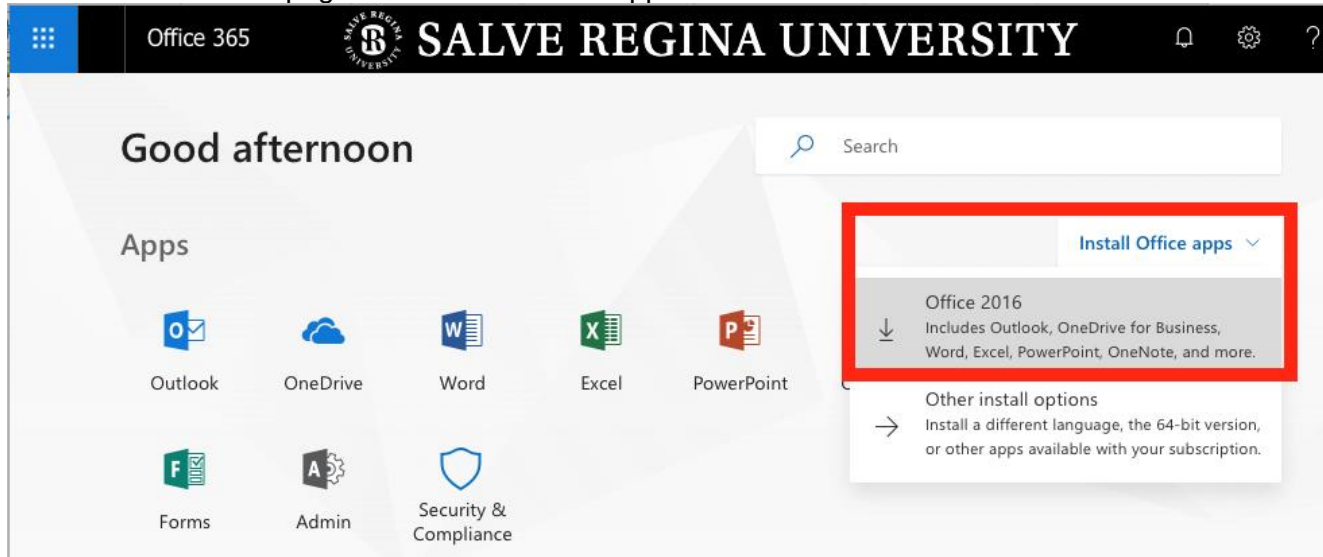
3. Once your Office 365 Outlook Web Mail page finishes loading, select the app launcher on the top left:



4. Select "Office 365" from the app launcher:

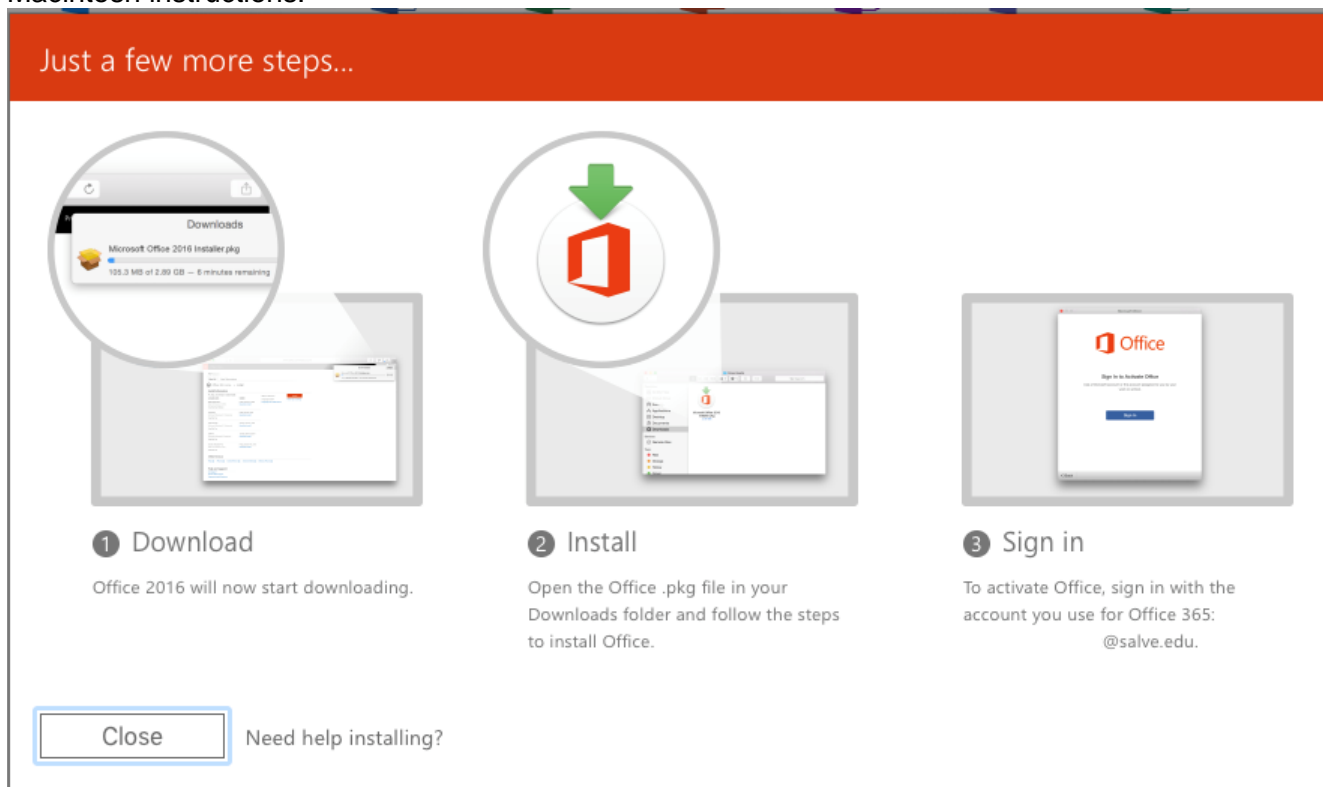


5. On the Office 365 page select Install Office apps -> Office 2016




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...



The image shows three sequential steps for installing Office. Step 1: A laptop screen displays a file named 'Setup...' at the bottom. A magnifying glass highlights the file name. Step 2: A dialog box with a 'Yes' button is shown over the laptop screen. A magnifying glass highlights the 'Yes' button. Step 3: The 'Activate Office' screen is shown on the laptop screen, featuring a 'Next' button and a text input field for an email address.

- 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.

Need help installing?

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