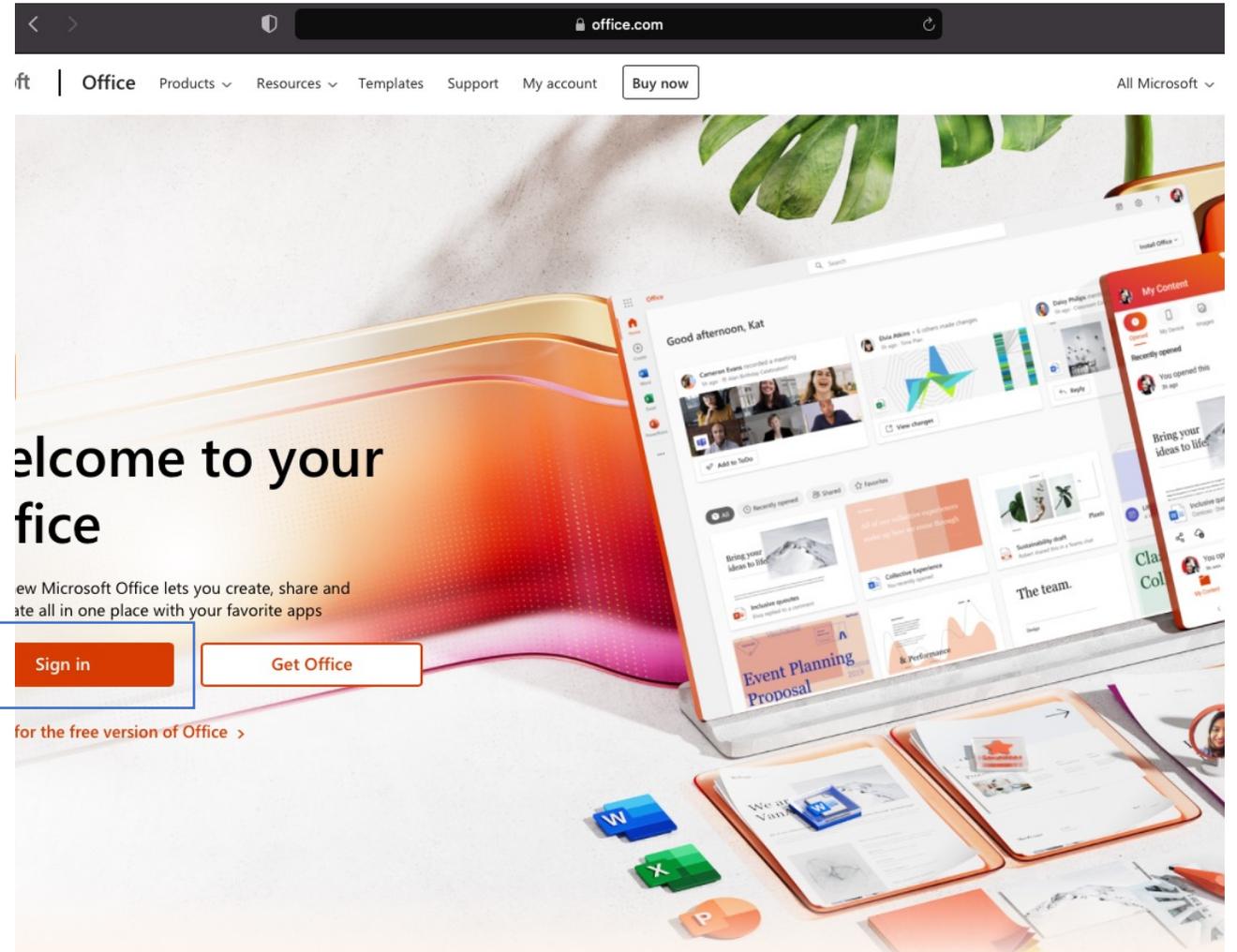


How to download Microsoft Office for Mac and Windows

Open a web browser and navigate to:

<https://www.office.com>

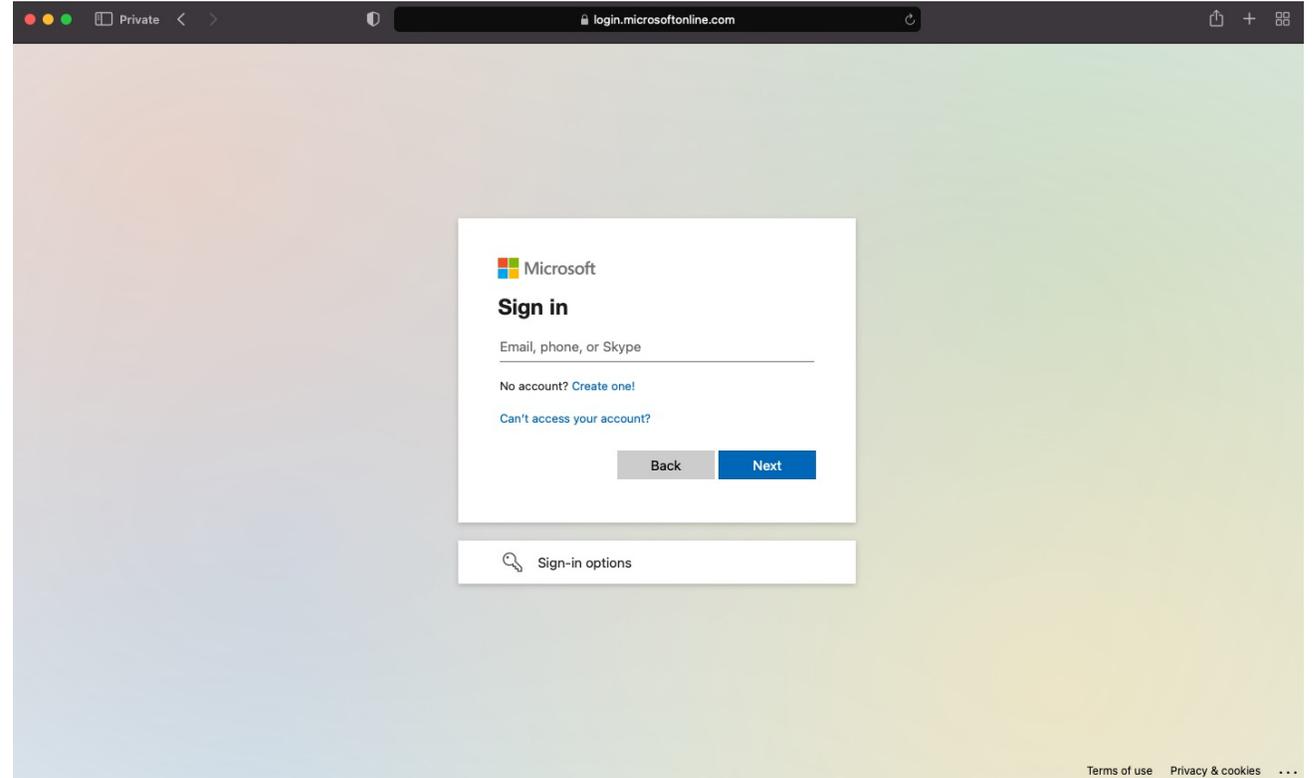
Click the 'Sign in' link on the page



Sign In

Sign in using your Belmont College email address

Ex. Jsmith123@belmontcollege.edu



Enter the password

Enter the associated password with your account

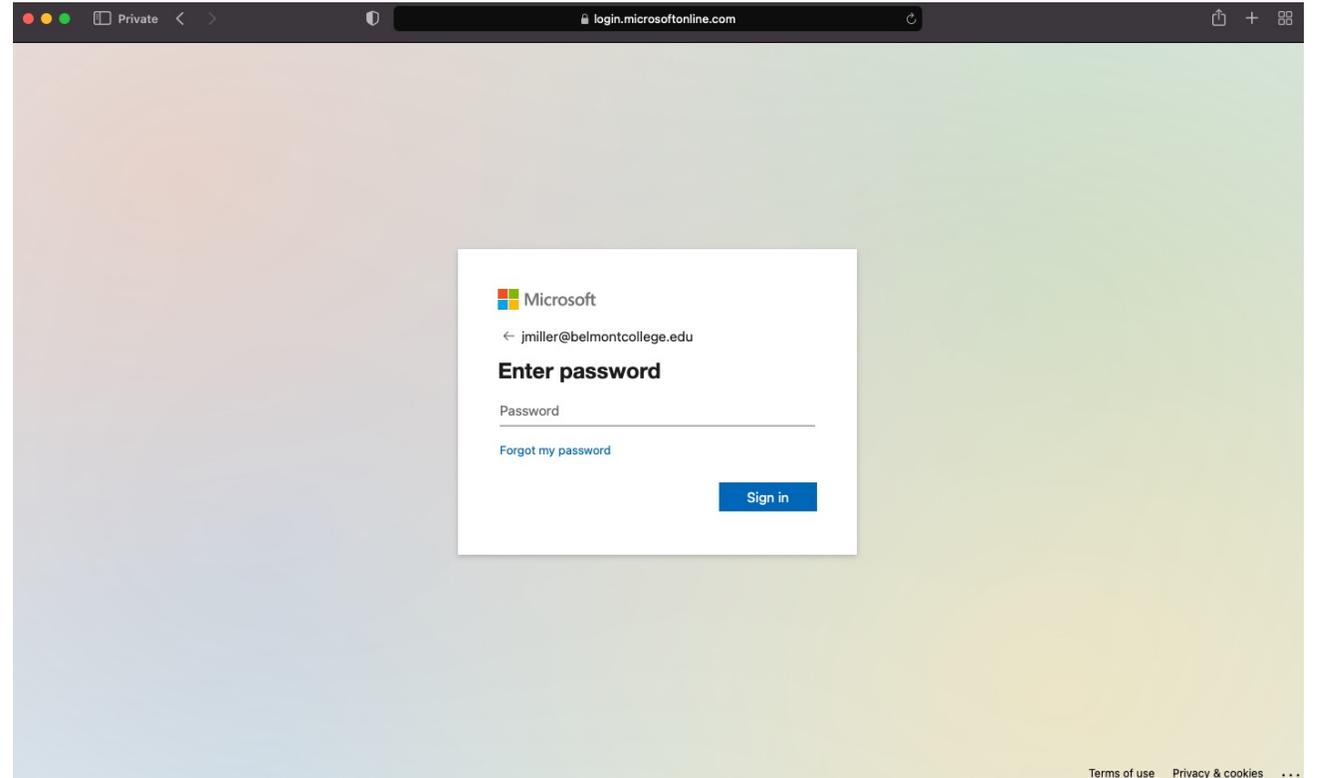
If you are a new student and have yet to change your password it will be the default password similar to the example below

Name Student ID

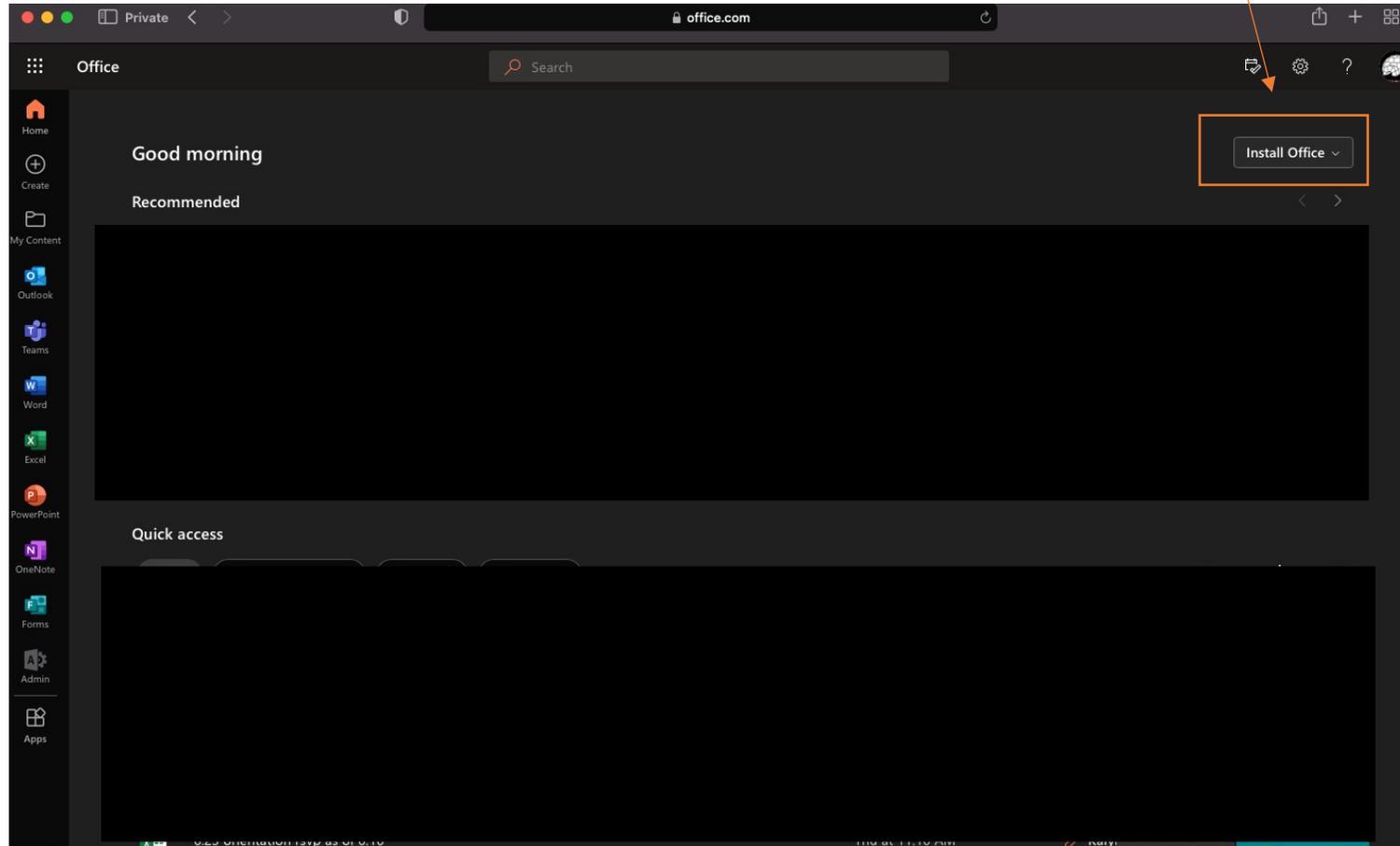
John Smith 12345678

Password

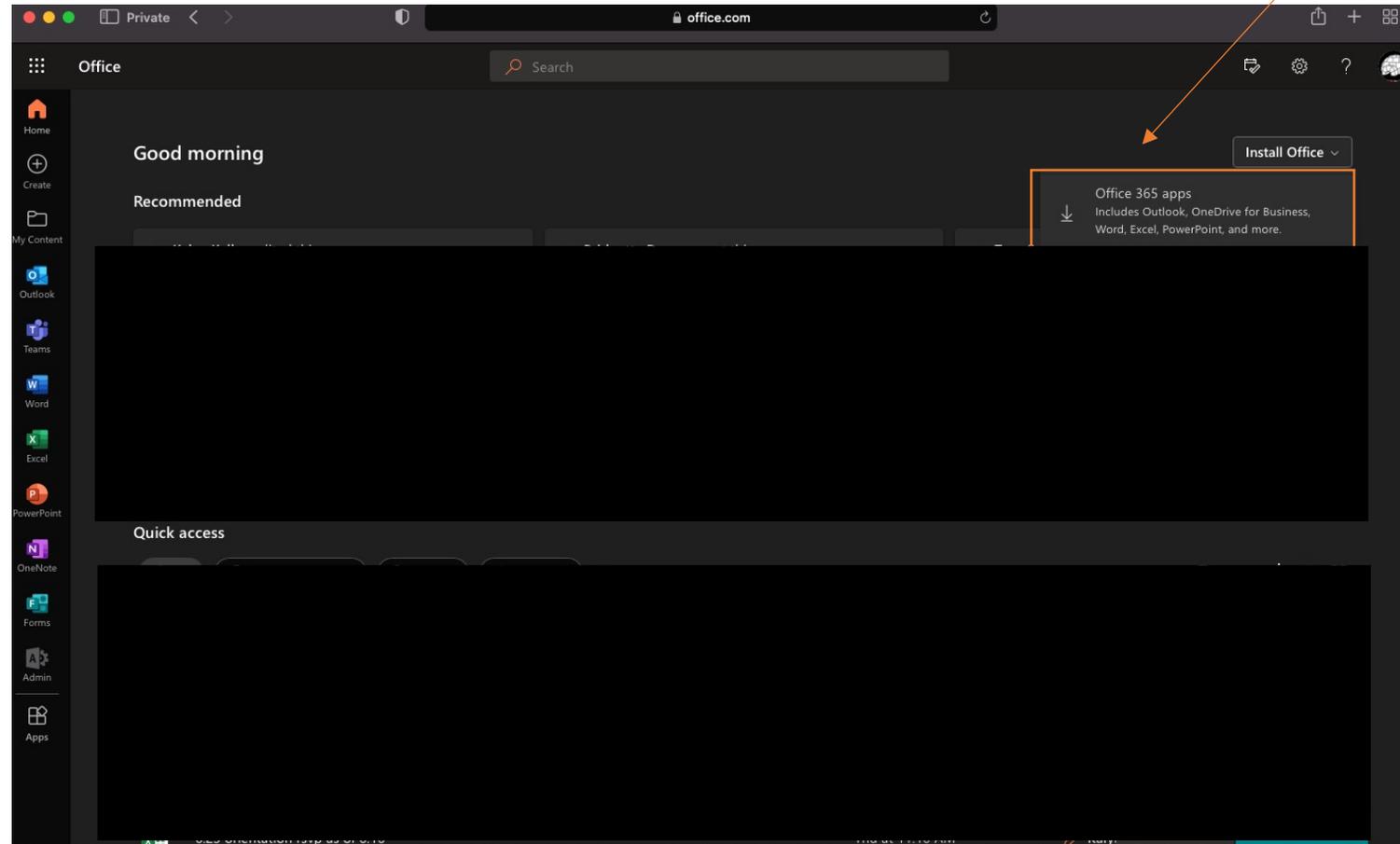
Js12345678



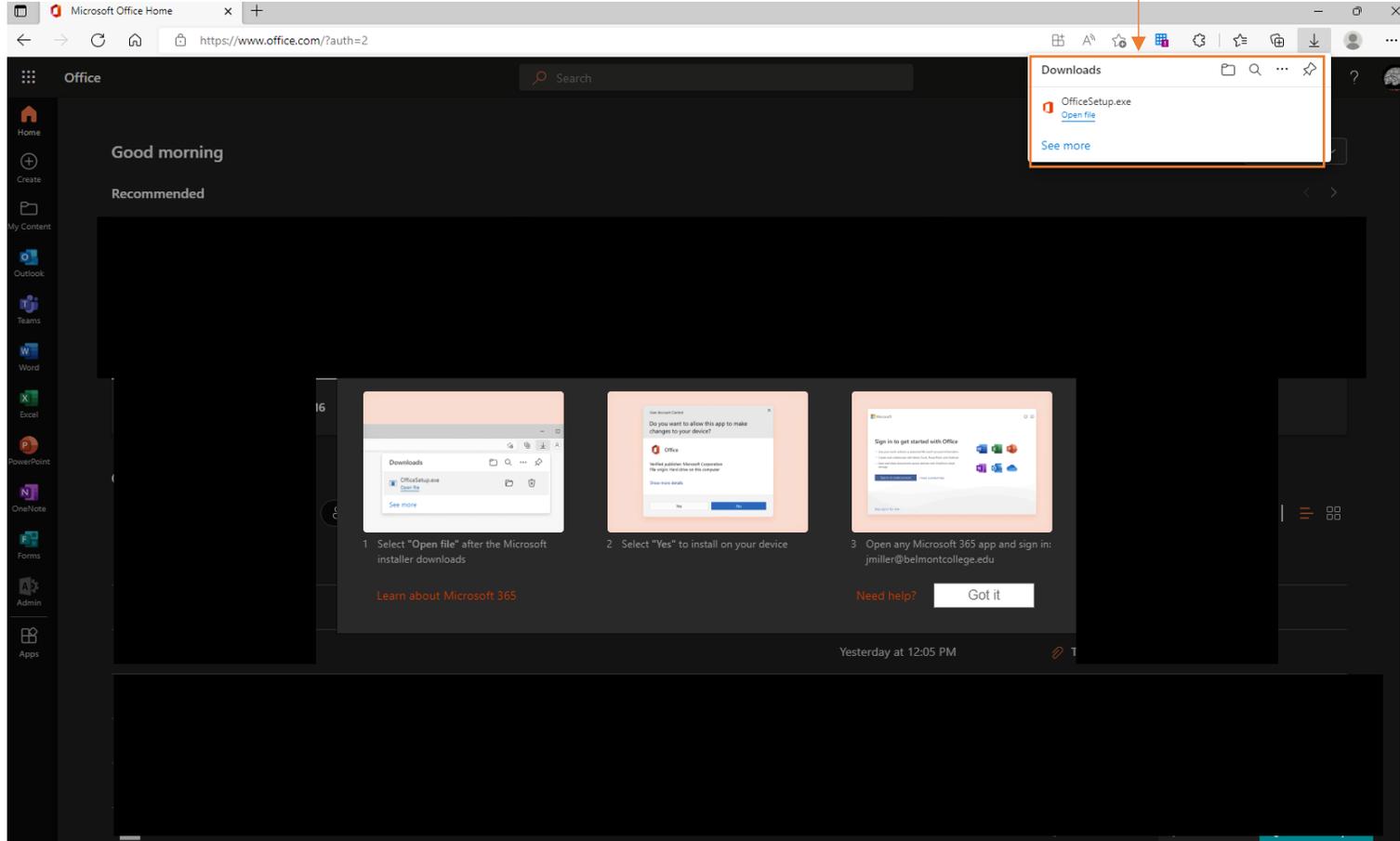
Click the 'Install Office' link



Click 'Office 365 apps' link



Find and run your Office Installer (For Windows)

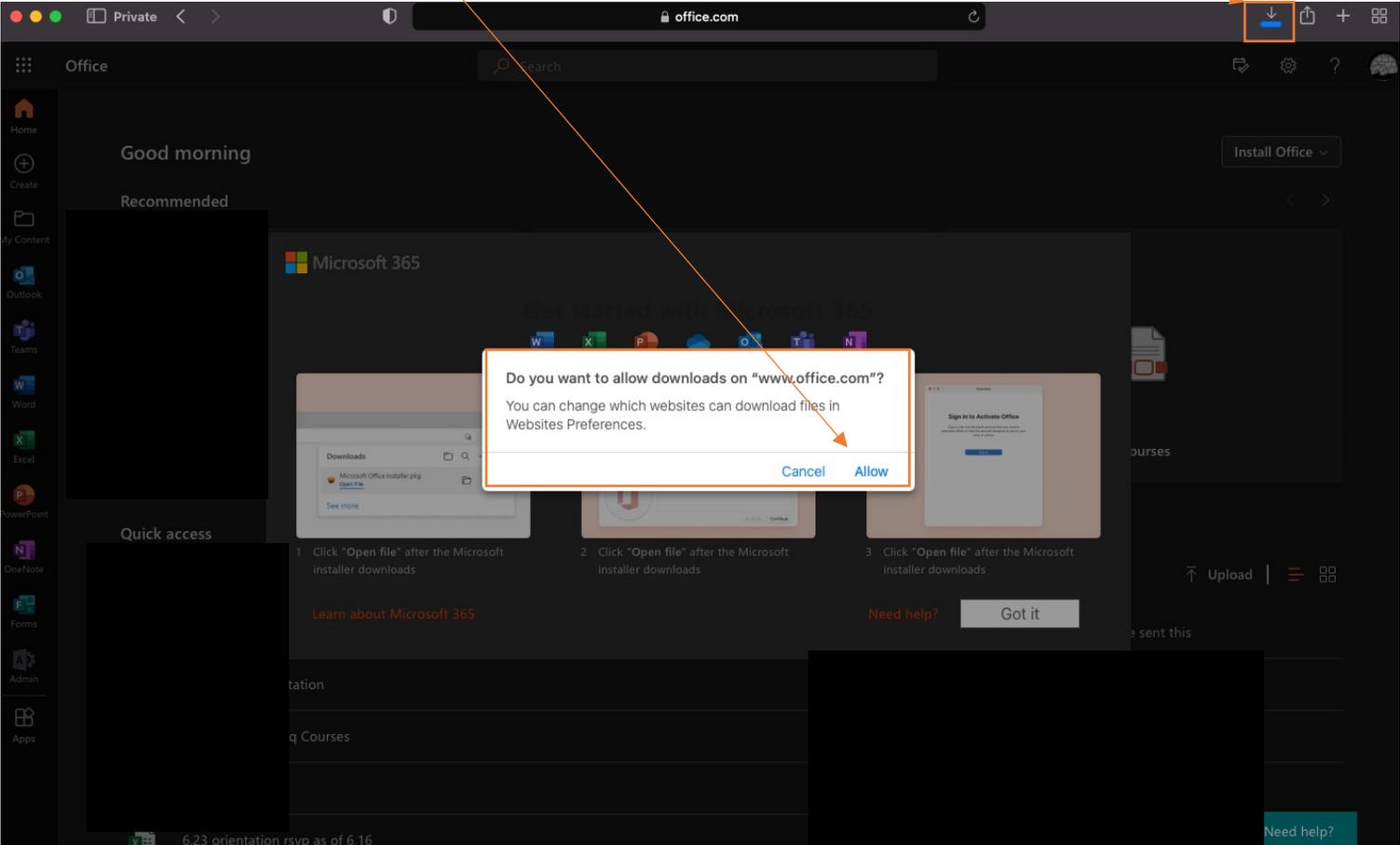


The screenshot shows the Microsoft Office Home page in a web browser. The browser's address bar displays the URL <https://www.office.com/?auth=2>. The page features a dark theme with a sidebar on the left containing navigation icons for Home, Create, My Content, Outlook, Teams, Word, Excel, PowerPoint, OneNote, Forms, Admin, and Apps. The main content area displays a 'Good morning' greeting and a 'Recommended' section. A 'Downloads' dropdown menu is open in the top right corner, showing a file named 'OfficeSetup.exe' with an 'Open file' link and a 'See more' link. An orange arrow points from the title text to the 'Downloads' menu. Below the main content, a series of three numbered steps are shown in a light-colored box:

- 1 Select "Open file" after the Microsoft installer downloads
- 2 Select "Yes" to install on your device
- 3 Open any Microsoft 365 app and sign in: jmiller@belmontcollege.edu

At the bottom of the steps box, there is a 'Need help?' link and a 'Got it' button. The page footer indicates the time as 'Yesterday at 12:05 PM'.

Click allow and find your downloaded installer (For Mac users)



Follow the onscreen prompts to finish the installation

Once installation is complete sign in with your Belmont College email address and password

