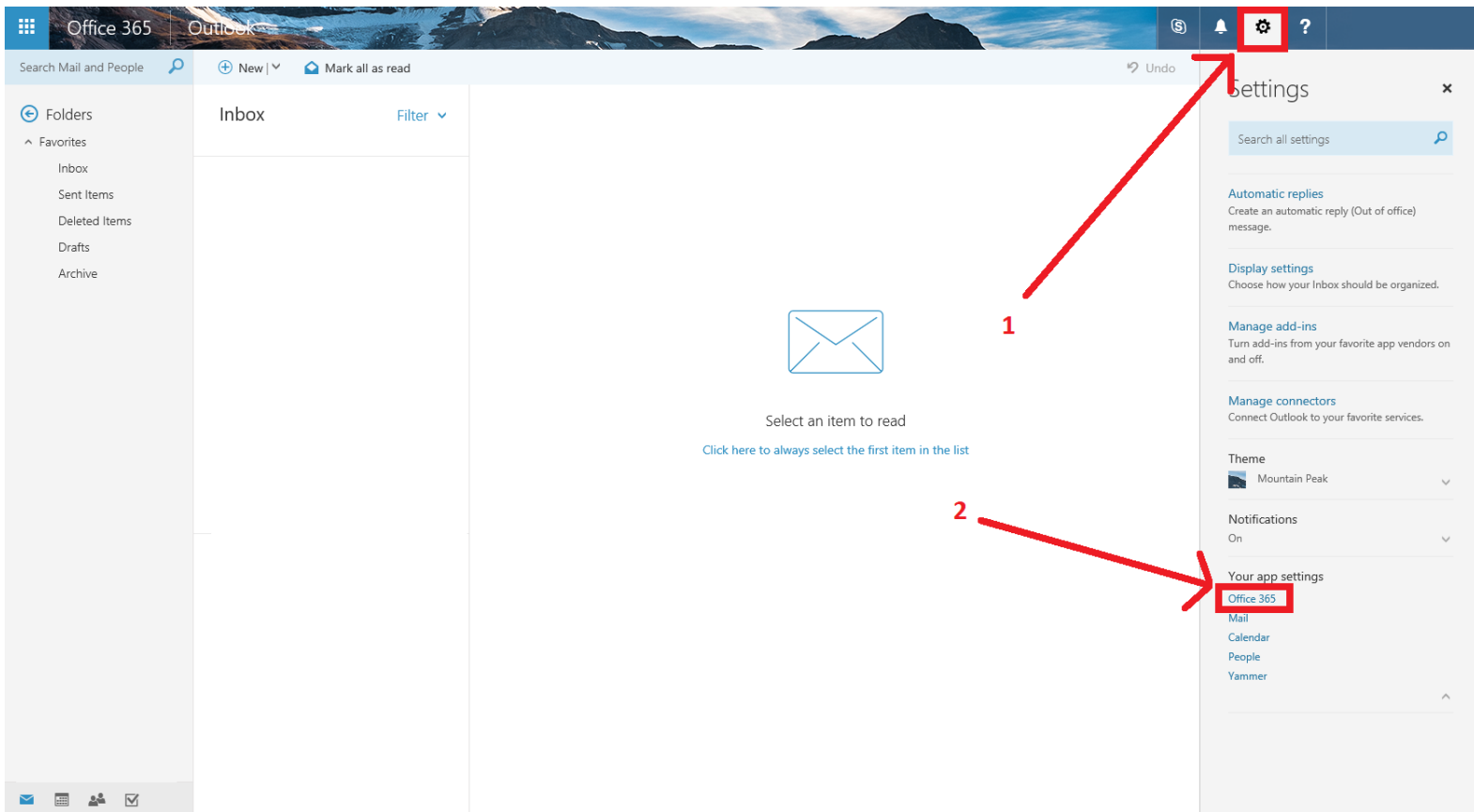


Office 365 Download Guide (personal computers only)

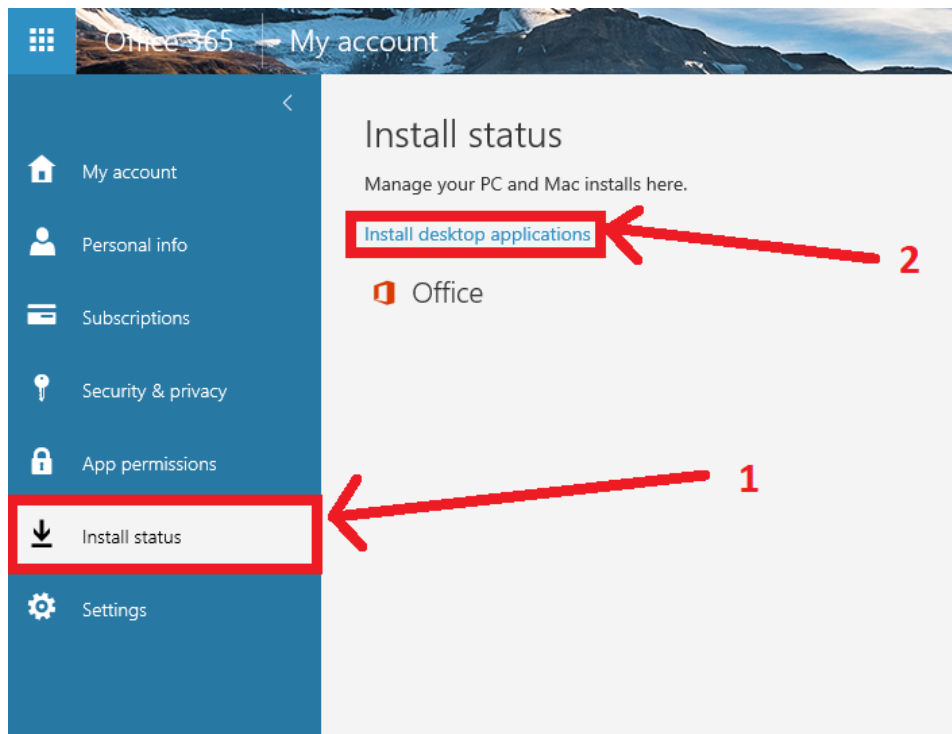
The steps below are design to help Students, Faculty, and Staff download Office 365 on their personal computers (for university-owned computers, contact the help desk at the end of this guide).

1. Visit email.olivet.edu and sign-in using your ONU email and password
2. Click on the gear icon in the top-right corner and choose Office 365



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3. Click Install Status on the left, then click Install Desktop Applications



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4. Click Install

Office 365

Software

Office

Manage installs

resources
[How do I locate my computer name?](#)

Want to deactivate Office on one computer and install it on another? Go to [My account > Install status](#).

Install Office 365 ProPlus with the new 2016 apps [What happened to Office 2013?](#)

This will install the following apps on your computer: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Skype for Business, OneDrive for Business

Word Excel PowerPoint OneNote Access Publisher Outlook Skype for Business OneDrive for Business

Language: English (United States) Version: 32-bit [Advanced](#)

Don't see the language you want? Install one of the languages in the list above and then install a [language accessory pack](#). Additional languages and language accessory packs don't count against your install limit.

[Review system requirements](#)
[Troubleshoot installation](#)

Install

If you need further assistance, contact the IT Help Desk.

Phone: (815) 939-5302 | Email: it@olivet.edu

In person: Lower Level of Benner Library

Online: <http://it.olivet.edu>