

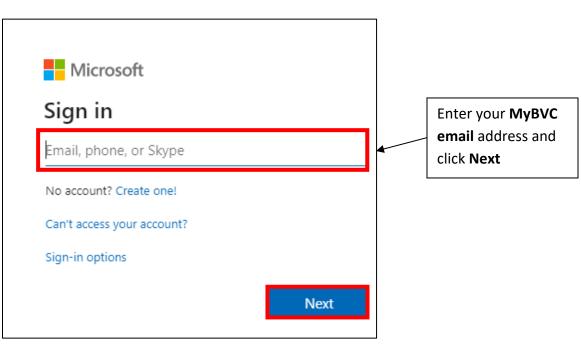
How to Download Microsoft Office 365

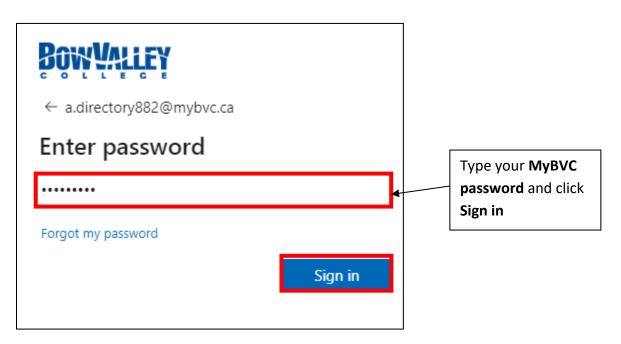
Bow Valley College students can download a FREE version of Microsoft Office 365. Office 365 works for both Windows and Mac Computers

1. Type **office365.mybvc.ca** into the address bar of your Internet browser.



2. Type your **MyBVC e-mail** and click **Next.**





4. Left-click on Install Office

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5. On the menu, choose Office 365 apps.



6. Open the setup file and follow the instructions to install **Office 2016** on your computer.

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IMPORTANT! For Mac Users

- 1. When you open the program the first time, Microsoft Office may ask you to sign in once again.
- 2. Enter your **same MyBVC username** and **password** and the program should authenticate.