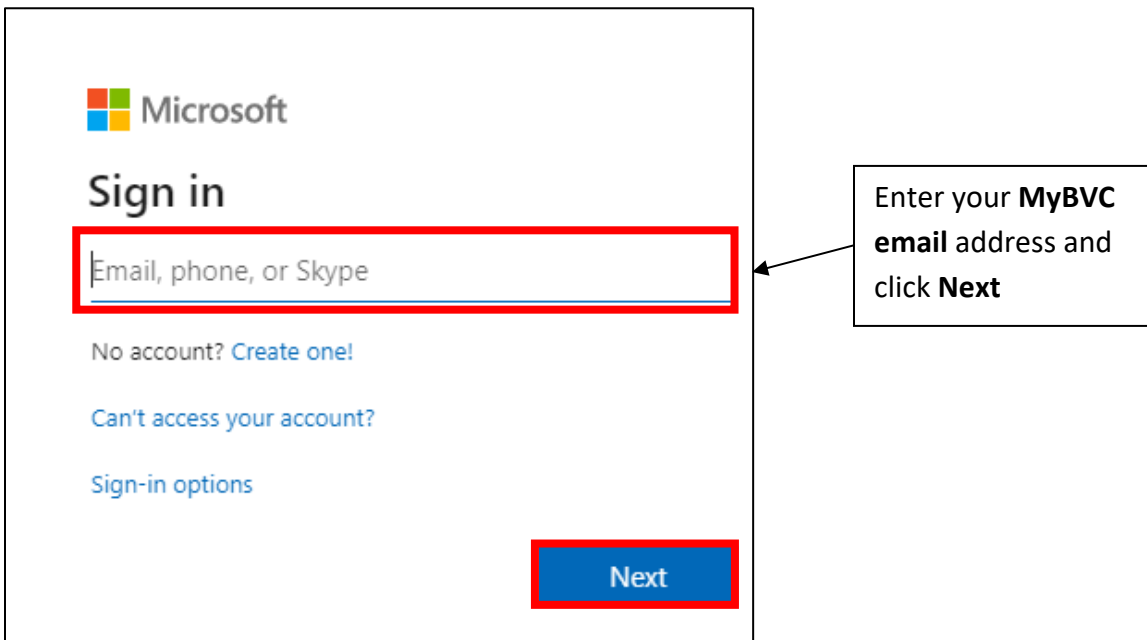# How to Download Microsoft Office 365

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.

Type
office365.mybvc.ca

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

Enter your **MyBVC email** address and click **Next**

3. Type your **MyBVC password** and click **Sign in**

Type your **MyBVC password** and click **Sign in**

4. Left-click on **Install Office**
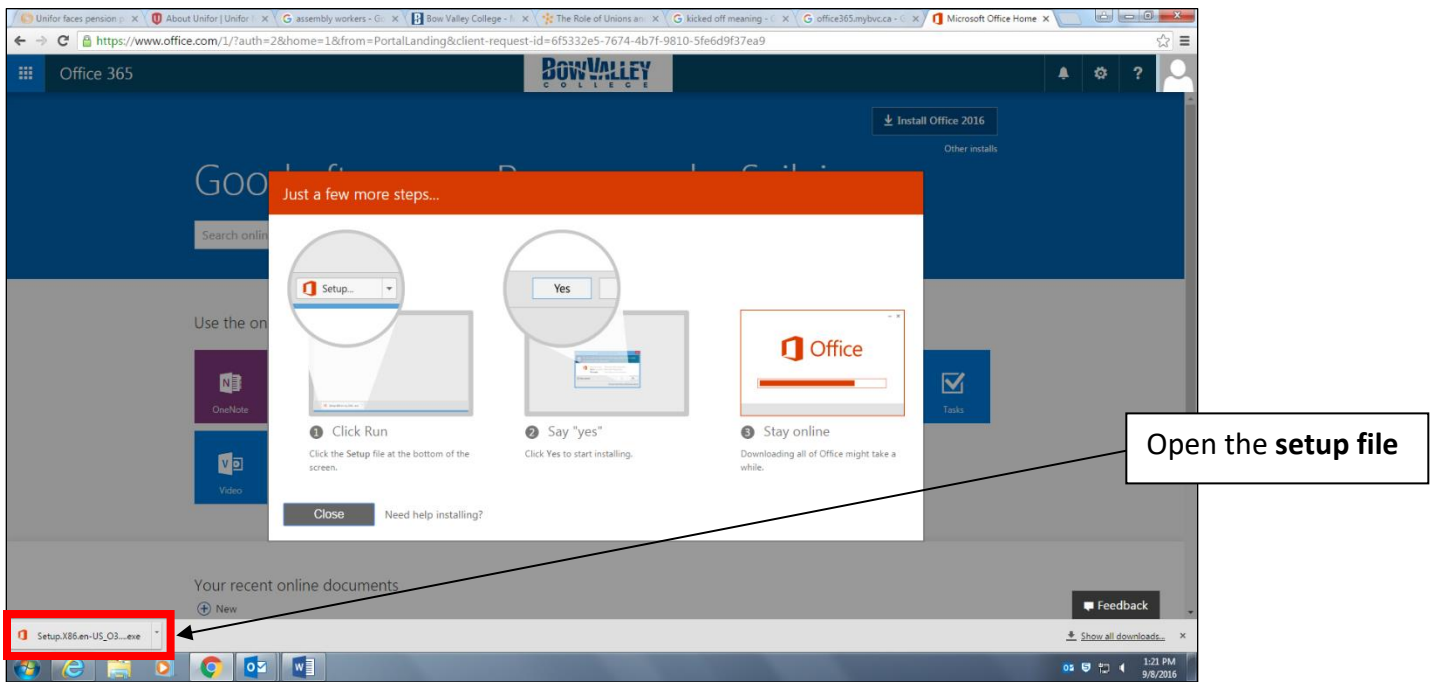

Left-click on **Install Office**
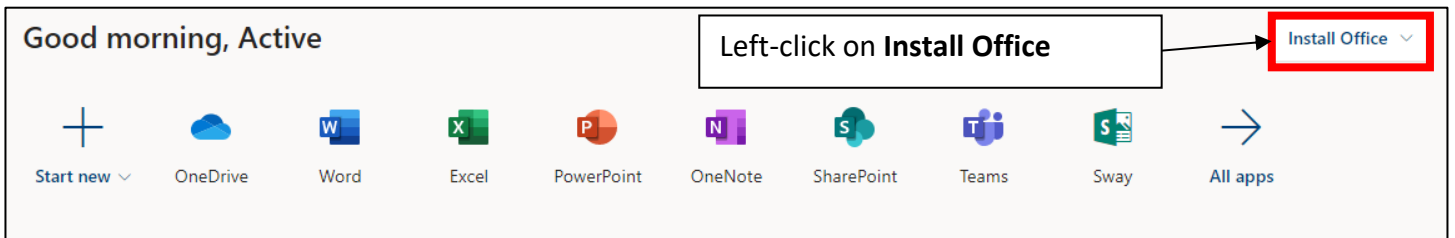
5. On the menu, choose **Office 365 apps**.
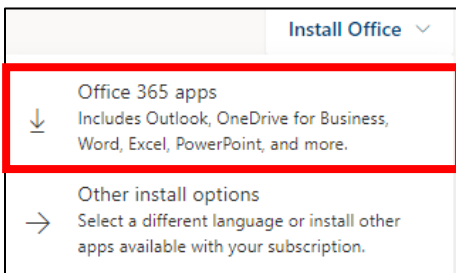
Choose **Office 365 apps**

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

Open the **setup file**

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.