

Office 365: Downloading Office 365 Software

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As part of Office 365, every student and current employee at UW-Eau Claire has access to five copies of the most recent version of Microsoft Office to install on personally-owned devices computers. At this time, the free licenses are not available for guest/retiree/emeritus accounts. The software is free and is yours to use as long as you currently have a UW-Eau Claire account.

Contents

- [Installing Office 365 Software on a PC & Mac](#)
- [Installing Office 365 on a Mobile Device](#)
- [Included Software](#)

Installing Office 365 Software (PC & Mac)

1. Navigate to <https://office365.uwec.edu> and sign in. You can also reach this same home page from your OneDrive, <https://onedrive.uwec.edu>, by clicking on the Office 365 link along the top bar.



2. Select the install option, which may appear as a red **Install now** button or a smaller blue link, and follow further instructions for downloading.



3. Once Office 365 has downloaded, a beginner tutorial will appear, offering helpful tips on how it functions. You will also be able to access all the applications included with Office without further downloads. All of the programs will download together, and you can later delete the short-cuts to the programs you don't need.

Installing Office 365 on a Mobile Device

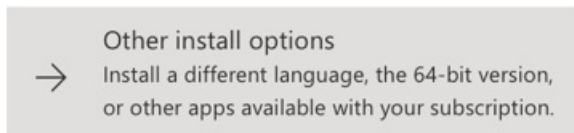
1. Navigate to <https://office365.uwec.edu> and sign in. You can also reach this same home page

from your OneDrive, <https://onedrive.uwec.edu>, by clicking on the Office 365 link along the top bar.

2. Click the **drop-down arrow**.



1. Select *Other Install Options*.



2. Click **Phone & Tablet**.

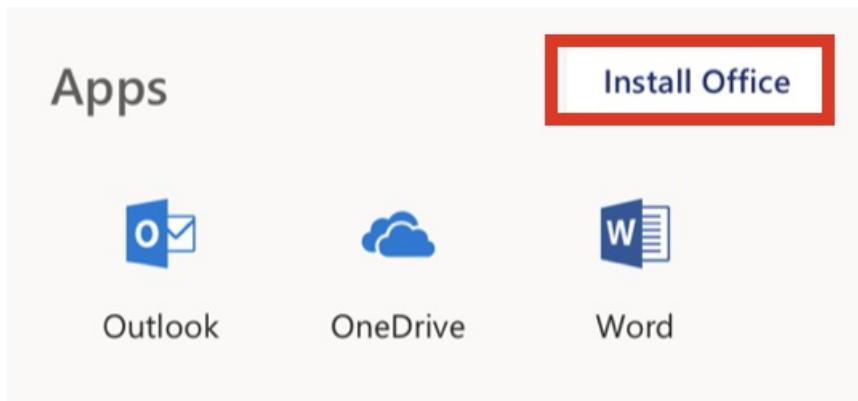
Phone & tablet

3. Choose your device.

Choose your phone or tablet

| Phone | Tablet |
|--------------------|----------------|
| Windows Phone | Windows tablet |
| Windows 10 Mobile | iPad |
| iPhone | Android tablet |
| Android phone | |
| BlackBerry® | |
| Nokia (Symbian OS) | |
| Other | |

or tap **Install Office** on your smartphone.



3. Follow the installation instructions.

During the download process, you will be asked for your credentials to be attached to the UW-Eau Claire domain, and you won't be asked to log in again in the future. Once Office 365 is downloaded on your mobile device, you can access it through your configured OneDrive app, or one of your Office apps.

Included Software

Windows download currently includes:

- Word
- Excel
- PowerPoint
- OneNote
- Access
- Publisher
- Outlook
- Lync (Skype for Business)
- InfoPath
- OneDrive for Business

Mac download currently includes:

- Word
- Excel
- PowerPoint
- Outlook
- OneNote (available from the app store)