

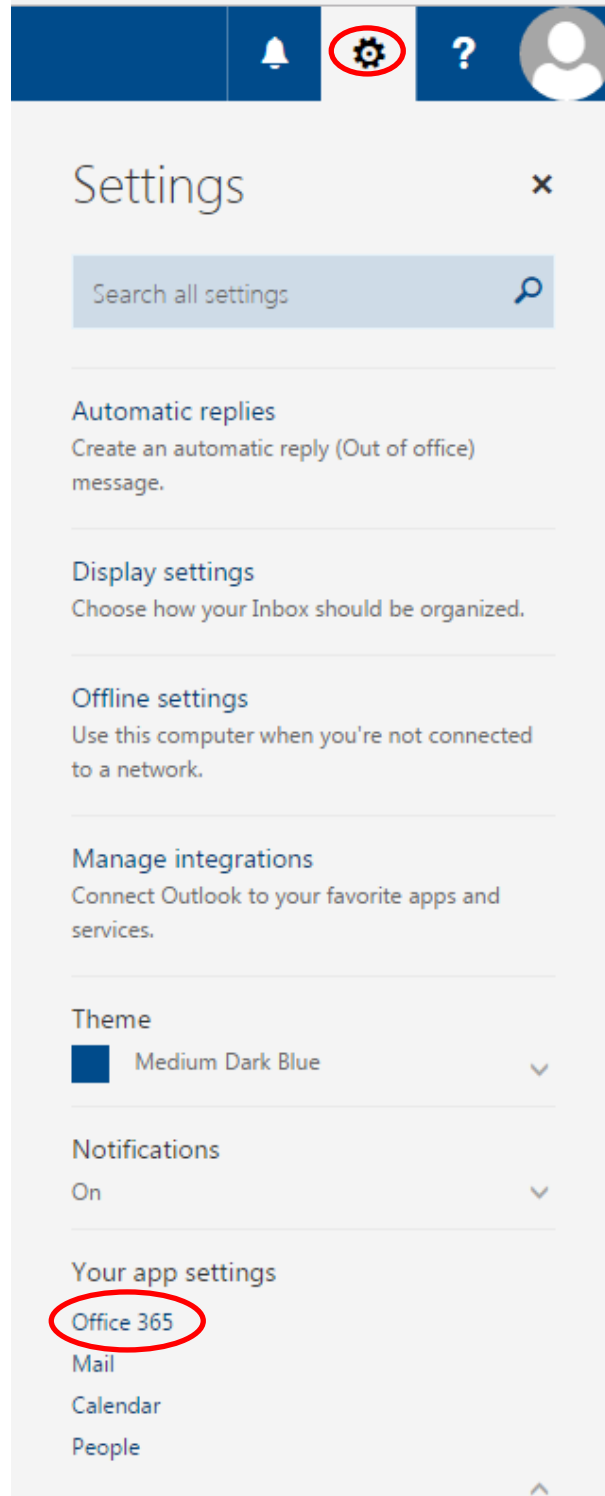
MS Office download for MTSU Students

All MTSU Students can get MS Office for Free!

If you are a MTSU student, you can now download the latest version of MS Office directly from your MTMail account

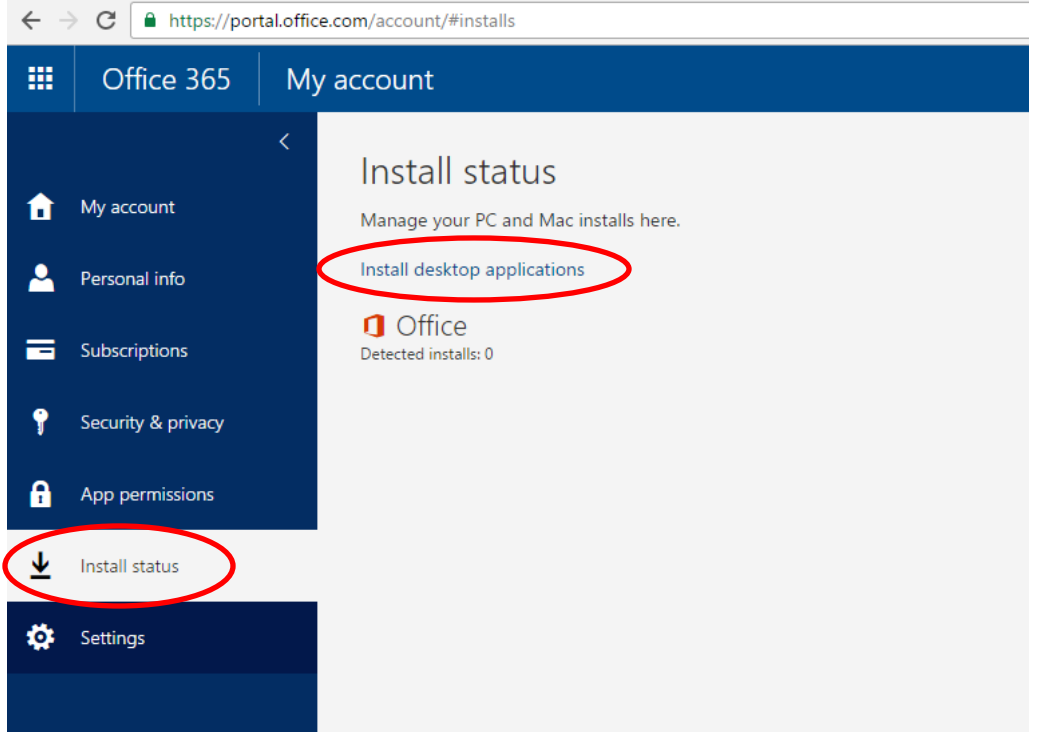
To download the latest version of MS Office on a Windows PC:

1. Login to your MTMail account
2. On the top right side of the screen, to the right of your name is the **Settings icon**, click on it
3. On the drop down menu, click on **Office 365 settings**



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4. On the next screen, click on **Install Status**
5. Under the Install status tab, click on **Install desktop applications**



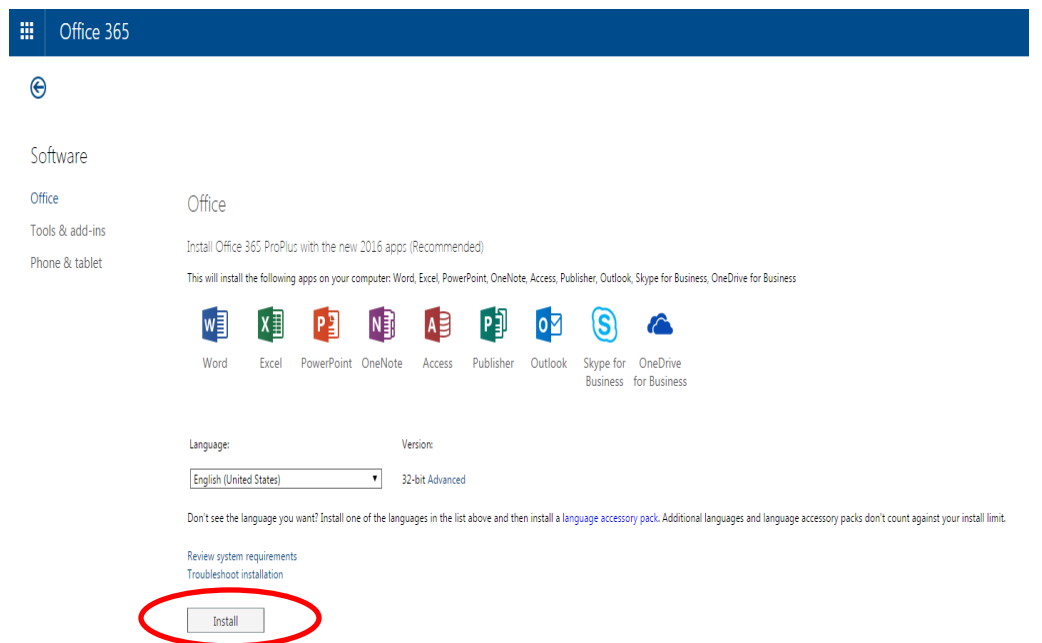
6. On the next screen, select the language and version option according to your pc. Next, click on the **[Install]** button to download your MS Office software
7. Make sure you select **Save**, to save the file on your desktop
8. Run the installation file

IMPORTANT:

The Office Installation will start and run in the background.

You will need to accept the license agreement.

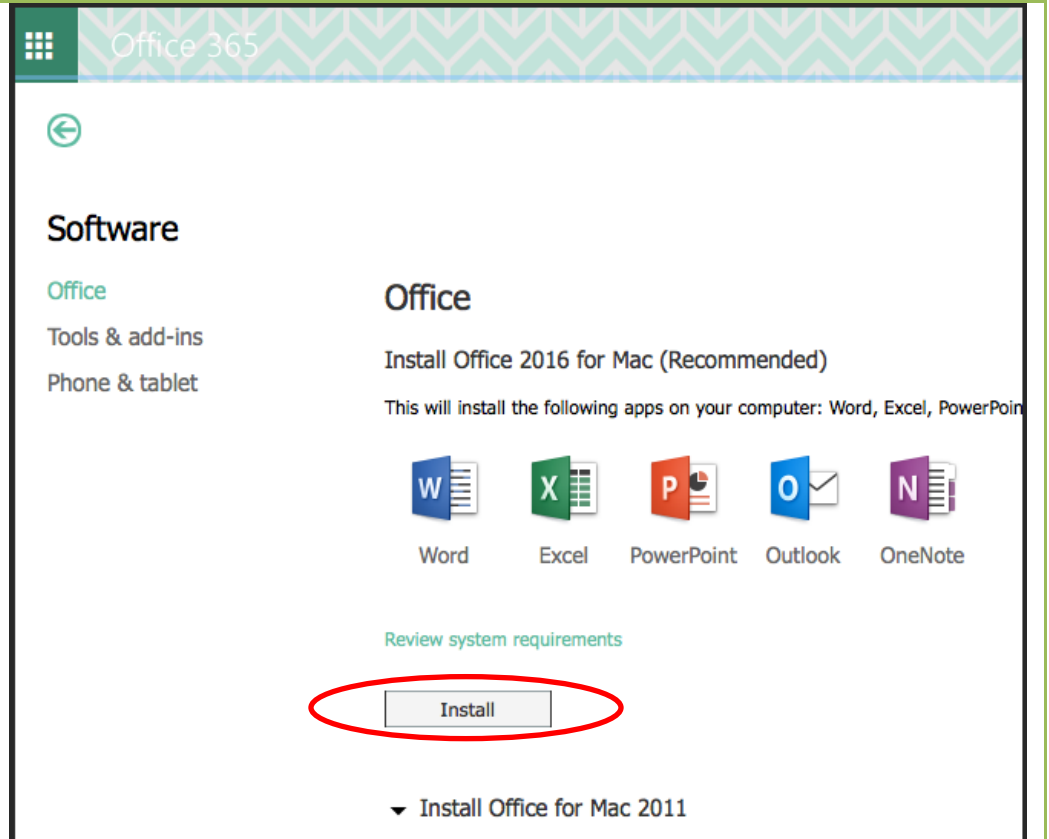
Do not turn off your computer. The install will take several (20-30) minutes. At the end, a message window will appear, click on the **“All Done”** button.



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To download the latest version of MS Office on a Mac:

1. Login to your MTMail account
2. Under Software Select **Office** and click on **Install**



The screenshot shows the Microsoft Office 365 web portal. At the top, it says "Office 365". Below that, there's a navigation menu with "Office", "Tools & add-ins", and "Phone & tablet". The "Office" section is selected, showing the "Office" heading and the option "Install Office 2016 for Mac (Recommended)". Below this, it states "This will install the following apps on your computer: Word, Excel, PowerPoint". There are icons for Word, Excel, PowerPoint, Outlook, and OneNote. A link for "Review system requirements" is visible. The "Install" button is circled in red. At the bottom, there is a dropdown menu for "Install Office for Mac 2011".



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