
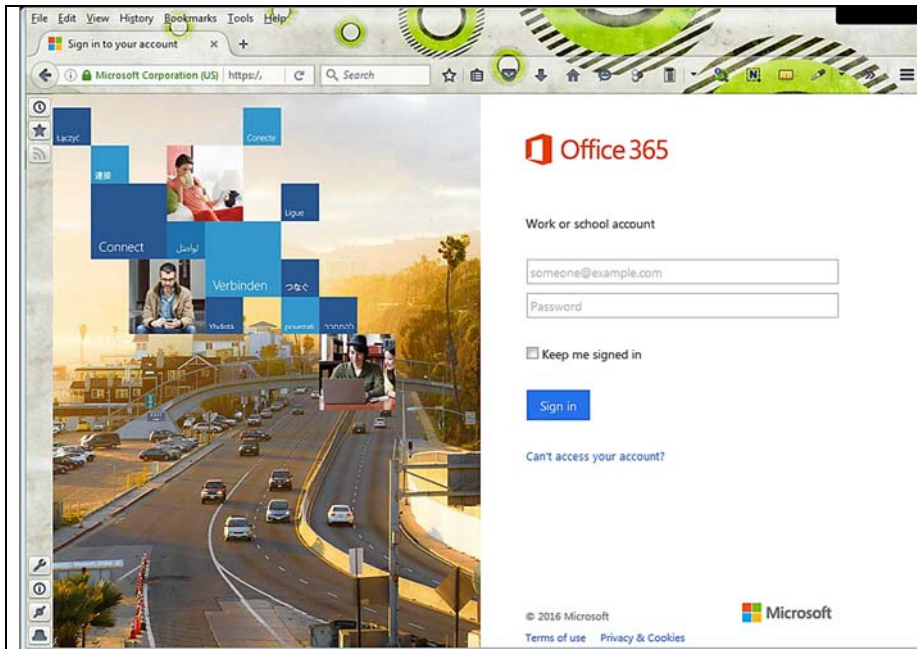


## Office 365

All students enrolled in the McMurry Online Degrees program will be able to install Microsoft Office 2016 Pro Plus as well as have access to OneDrive and Office Apps for mobile devices. Your OneDrive account allows you 1TB of cloud storage while you are a student at McMurry University. We recommend that you begin the installation process on your laptop or desktop computer.

The first thing you should do is verify your operating system. You will need this information in order to choose the correct version of Microsoft Office.

1. Click the **Start** button , enter **Computer** in the search box, right-click **Computer**, and then click **Properties**.
2. Look under **Windows edition** for the version and edition of Windows that your PC is running. Write down whether it is 32-bit or 64-bit.



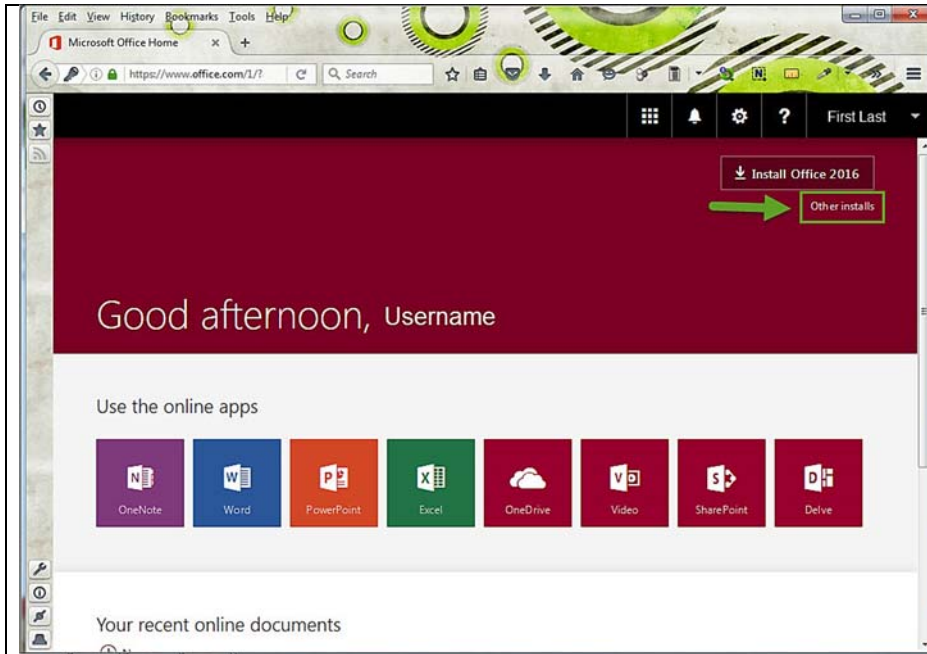
Now you can open your browser and go to <http://portal.office365.com>

Sign in with your username: [lastname.firstname@mcm.edu](mailto:lastname.firstname@mcm.edu)

and your password.

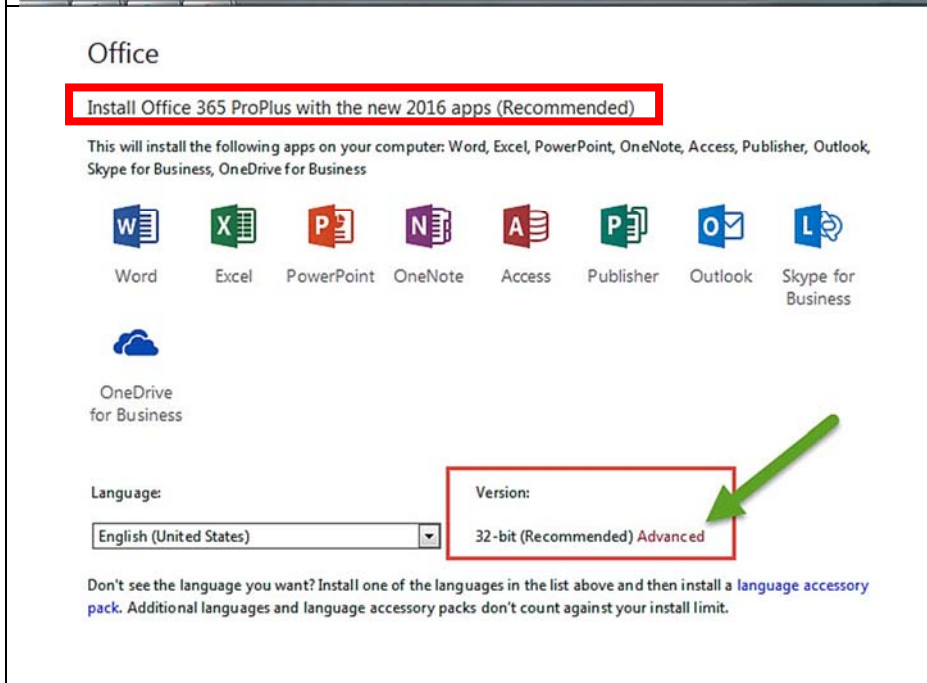
You will need to install Microsoft Office 2016 Pro Plus. Follow the instructions in order to accomplish this task.

## Installing Office 2016



After you log in, you should see a screen like this.

Look at the top right corner, and click the link for “other installs”. You are going to install a more complete version of Microsoft Office 2016, because you will need Microsoft Word, Excel, PowerPoint, and Access for your classes. Some of the other apps are also very useful!



This is where you need to be careful. **If you saw that your operating system is 64-bit Windows, then you will want to change the version by clicking on the “advanced” link.**

Make sure you are installing Office 365 ProPlus 2016.

Click on the “install” button at the bottom of the screen.