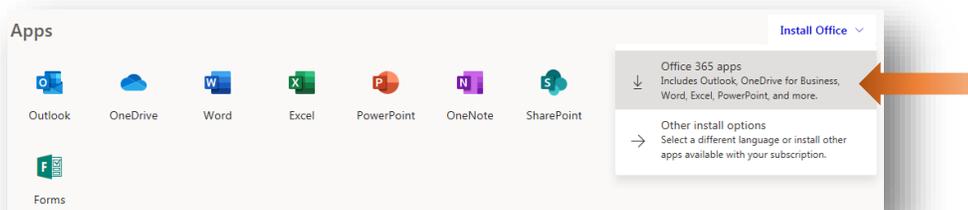


Microsoft Office 2016 is Available to ASU Employees via Office 365

Install Microsoft Office 2016 on up to five on your personal computers with instructions below:

1. Visit www.office.com
2. Click “*Sign in*” and log in with your ASU Email Address & Password (Example - NetworkID@asurams.edu)
3. Select the App launcher symbol,  in the upper left corner.
4. Select to install “*Office 365*”, then choose Office 365 apps. (See image below)
5. Download and open the installation file. Once the installation completes, you’re done!



By selecting Install **Office 365 apps**, you will then be given the choice to install Office, which includes Word, Excel, PowerPoint, and more, or you may select Other install options, where you will be given the option of installing a different language, the 64-bit versions, or other apps available with the subscription.

Note: To complete the installation, complete the remaining prompts and be sure to contact the ASU Helpdesk at (229) 500-4357 or submit a helpdesk ticket at <http://helpdesk.asurams.edu> if you have any questions or require assistance.

