

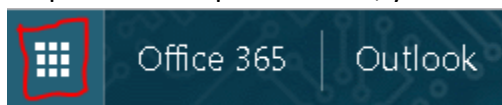
Instructions to download Microsoft Office 2016

Should require 10-30 minutes of your time

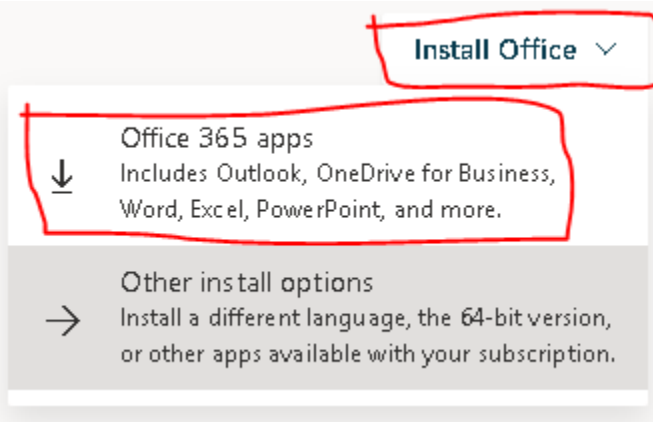
Step 1: Go to outlook.com\ohiodominican.edu in Chrome or FireFox.

Step 2: Log in with your ODU email (username@ohiodominican.edu) and password.

Step 3: In the top left corner, you will click on the square icon and then click on "Office 365"



Step 4: You will click on the drop down that says "Install Office" and then click on "Office 365 apps". Once you have done that, the download will start.



Step 5: Open the download and follow the instructions.

Step 6: When prompted to sign in, use your ODU email (username@ohiodominican.edu) and password to sign in.