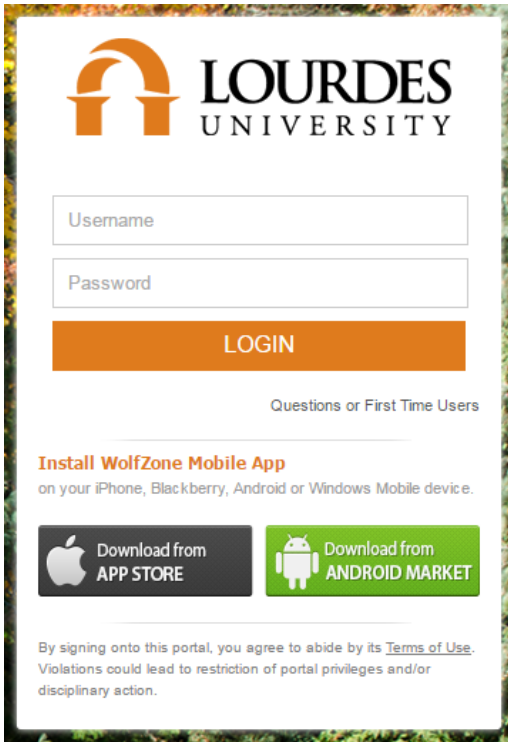


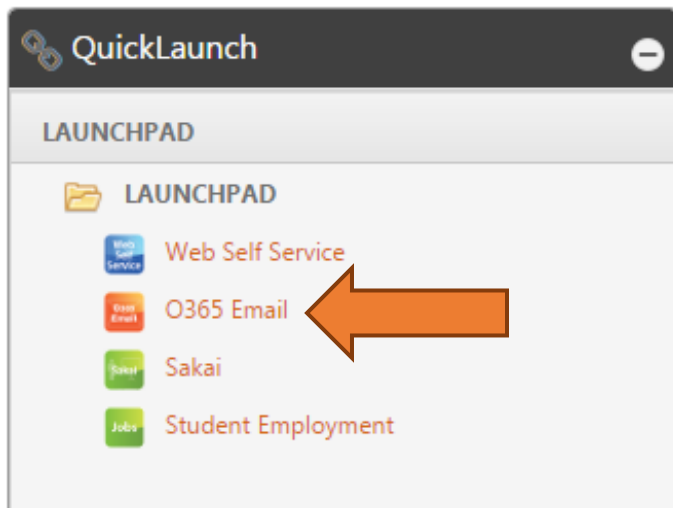
# Office 365 Download

Registered students, faculty, and staff at Lourdes University are entitled to download Microsoft Office for free on up to five devices (laptops, desktops, Macs, etc.)

1. First log into the [Lourdes Portal](#)



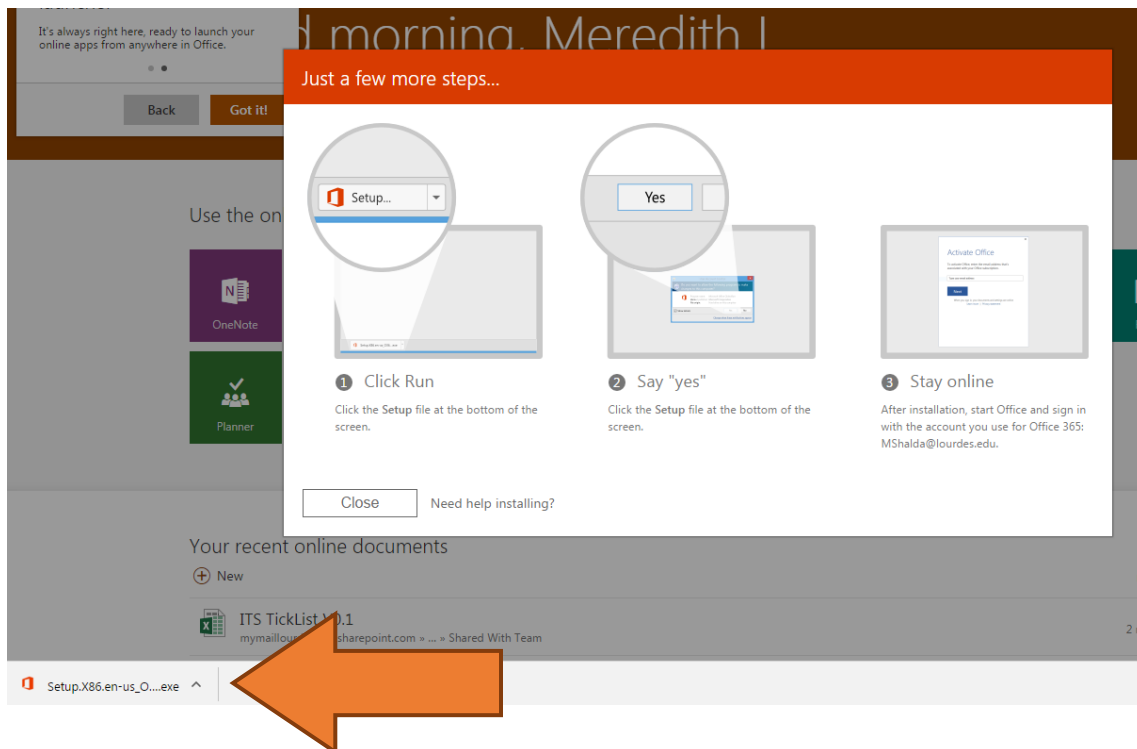
2. From the [LAUNCHPAD](#) menu, choose **O365**



2. On the Office 365 page, choose **Install Office 2016**, located in the upper right-hand corner



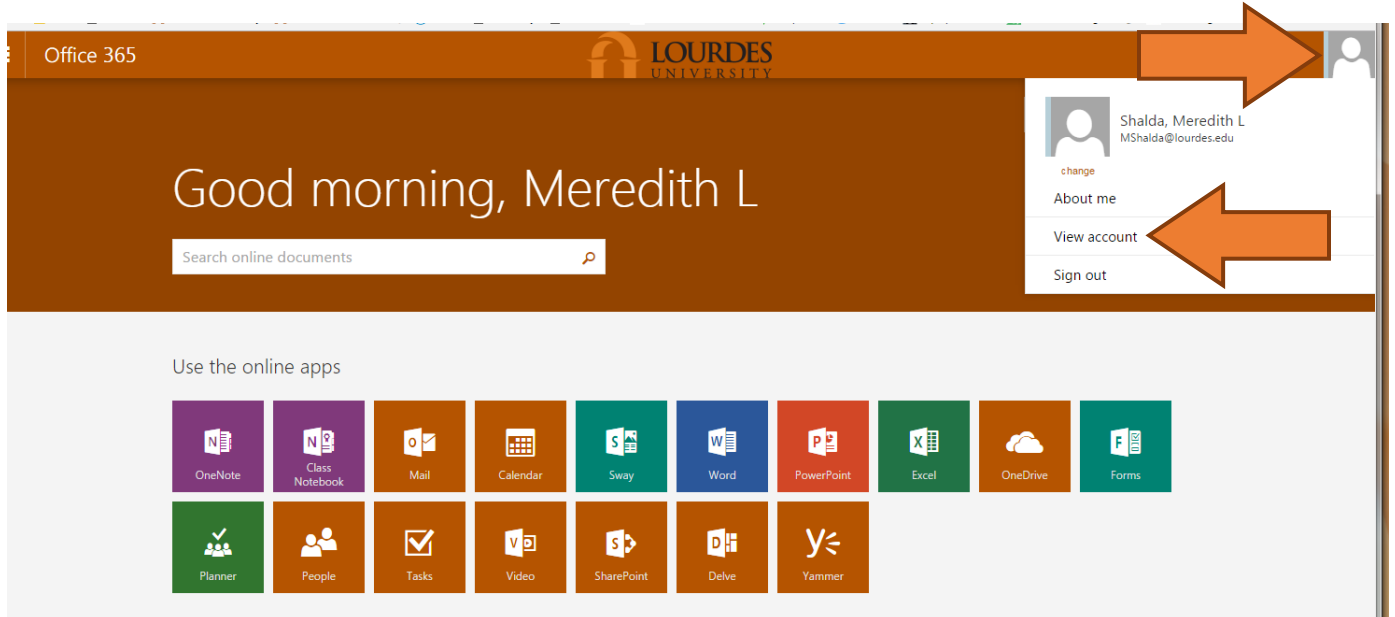
3. Office 365 will begin downloading, click the **Setup** file at the bottom of the screen, and click **Run** when asked



4. Click **Yes** when asked "Do you want to allow the following program to make changes to this PC?"
5. Stay online – After installation, start Office and sign in with your Lourdes University email address and password

# Manage Your Office 365 Installations

If you would like to see or edit the devices you have installed Office 365 on, from the Office 365 page click **The Gray Person** in the upper right-hand corner, and then choose **View Account**



Once your Account page opens, choose **Install Status**. You will be able to see what devices you have installed Office 365 on and have the ability to **deactivate** Office 365 from any devices.

