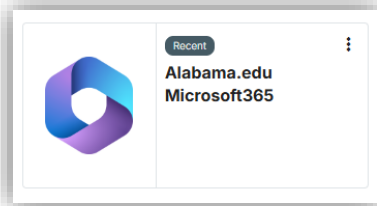


How to download Office 365 to your computer

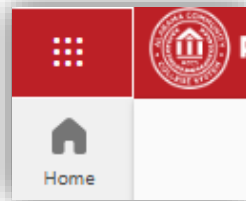
Note: You can install Office on up to 5 PCs or Macs, 5 tablets, and 5 smartphones.

1) Go to password.alabama.edu. Use your A#@alabama.edu account credentials to log in.

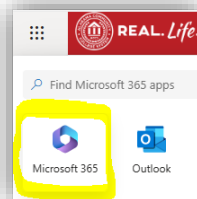
2) In the “My Applications” screen, click **Alabama.edu Microsoft365**.



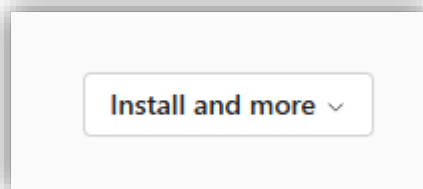
3) In the top left of the screen, click the “waffle” (9-small dots).



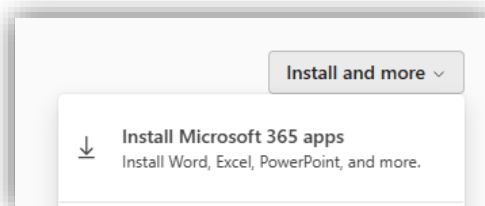
4) On the “Microsoft 365 apps” screen, click the **Microsoft 365** icon.



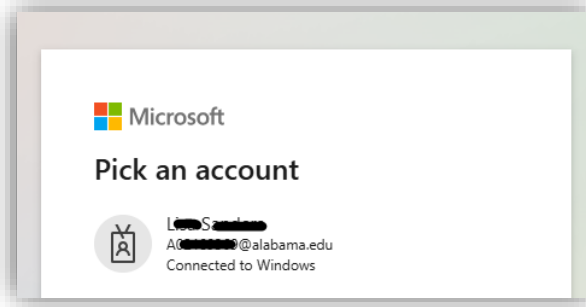
5) To the right of the screen, click the **Install and More** button.



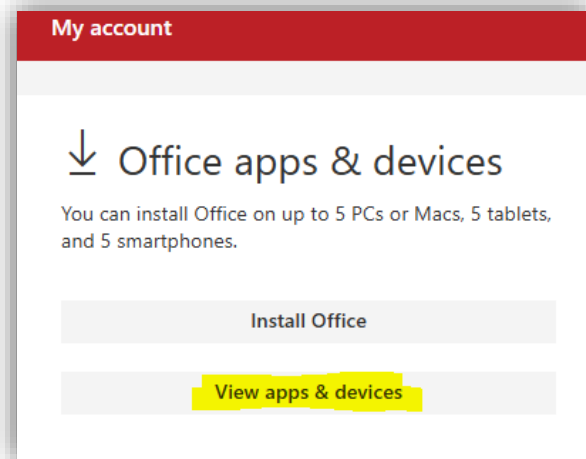
6) Click **Install Microsoft 365 apps**.



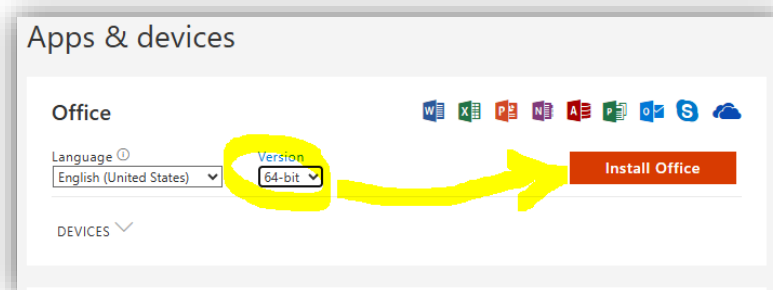
- 7) You may be asked to "Pick an account". If so, click on your a#@alabama.edu account.



- 8) On the "My Account" screen, click on the **View apps & devices** button.



- 9) On the "Apps & Devices" screen, choose your **version** (MacOS, Windows 32-bit, or Windows-64-bit) then click the **Install Office** button.



- 10) Once the download is complete, navigate to your Downloads folder and double click the file to install Office 365 on your computer. Follow the prompts on the screen to finish the process.