How to Download Microsoft Office

1. Open your web browser and navigate to:
   http://products.office.com/en-us/student/office-in-education

2. Enter your school email address in the box that says "Get Office 365 for free" and then click on the "Get Started" button as shown below.
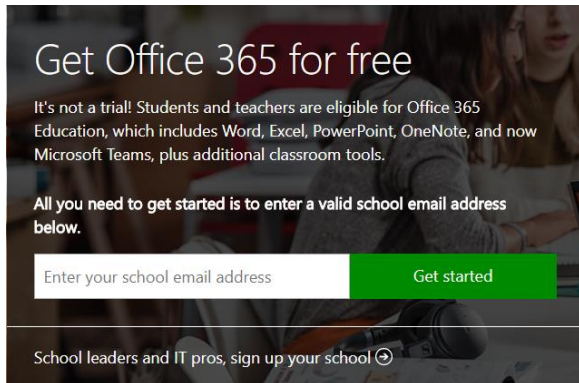
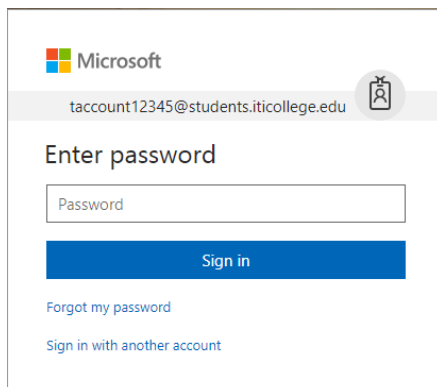3. The next screen will ask you if you are a student or a teacher, click on the relevant button as shown below.

4. After you click on the relevant button, it will verify that you have an account with ITI as shown below.

5. Click on the "Sign in" button to sign into your student email account and login with your student email password.

6. After you login, it verifies that you have the correct license to download and install office. If you have the correct license you will see a message like the one shown below. Click on the "OK, got it" button.

No need to sign up

You already have a license for Office 365 Education.

OK, got it →

7. You will be asked to sign in again to Office 365. You should just have to click on your student email account.
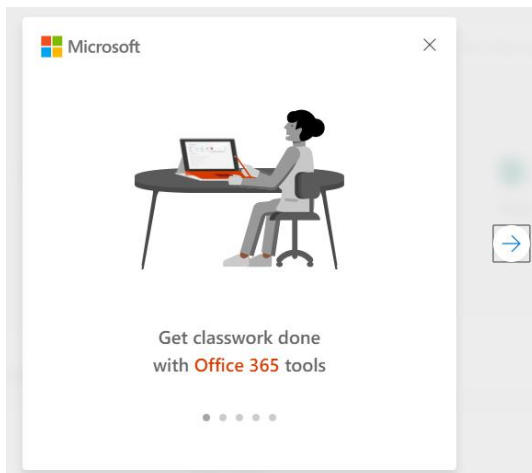
Microsoft

Pick an account

Test Account
taccount12345@students.iticollege.edu
Signed in

+ Use another account

8. If successful, you should see the screen below. You can click on the "X" button at the upper right of the window to get to the Office Install.

Microsoft   ×

Get classwork done
with Office 365 tools

9. You should see a screen like the one below. Click on the "Install Office apps" in the upper right of the screen.
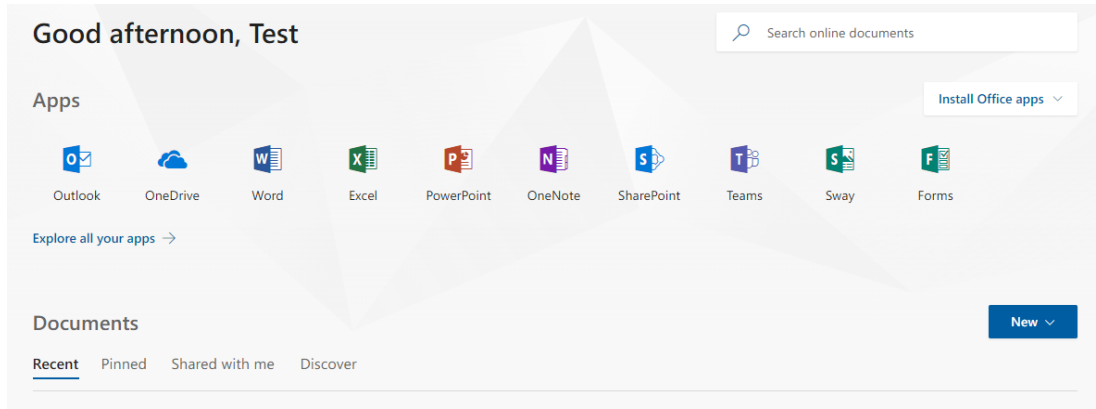

Then choose the option that is best for your computer. *Note: The top option "Office2016" is the 32-bit of Office 2016. It's the best option and can be installed on just about any recent Windows computer or laptop. Only choose the "Other install options" if you need another language or the 64-bit edition.*
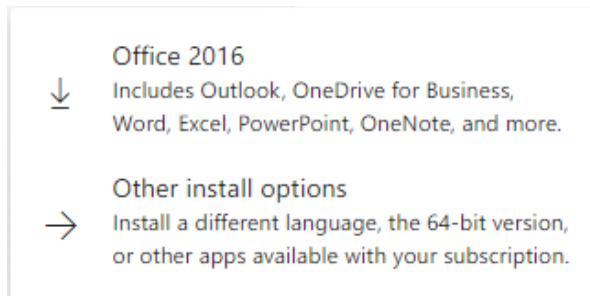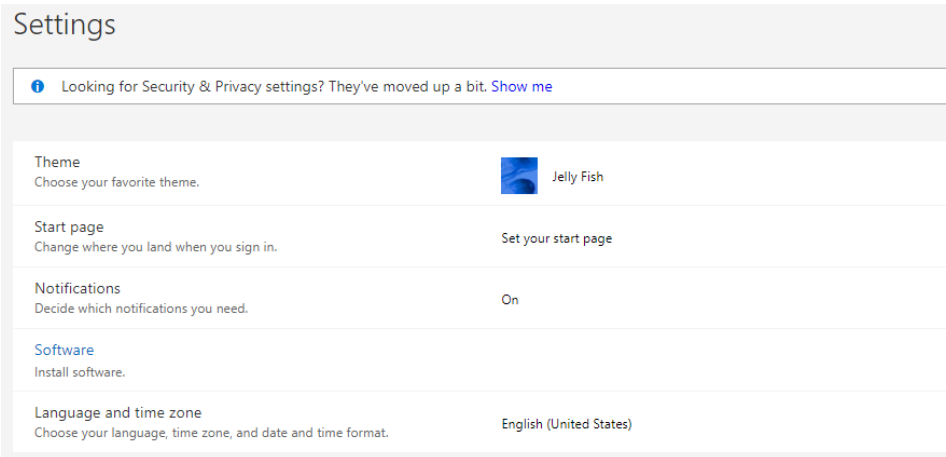

10. If successful, it will open a "Save As" window to download the installation file. You will have to remain connected to the internet while it installs.

If you fail to download it when it redirects you to login for the first time or if you want to download a previous version of Microsoft Office, you can access the download for Microsoft Office again by logging into your email on the web:
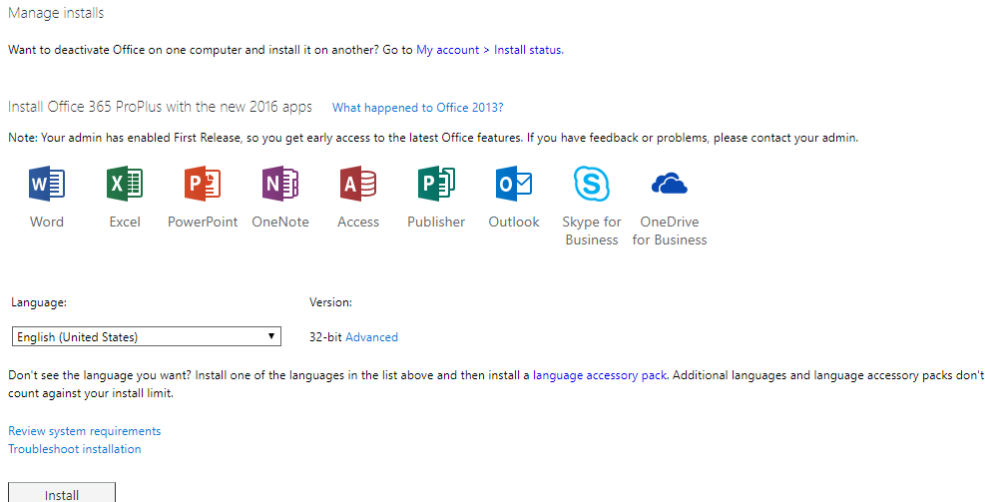
1. Click on the Gear icon in the top right of the webpage. Then scroll down to the bottom and click on "Office 365" settings.
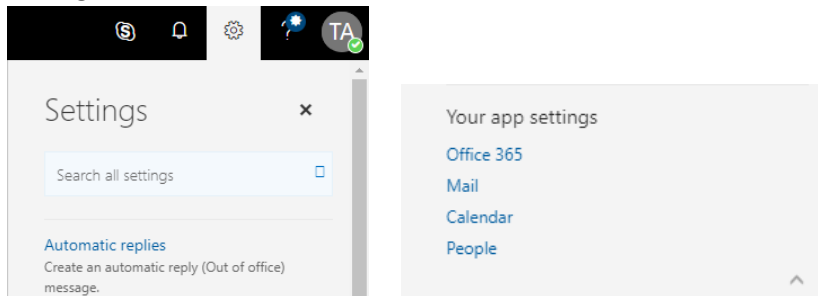
2. Then under the Settings main menu in the center of the screen click on "Software Install Software".

3. You should then see an "Install" button to the right underneath a section to download Microsoft Office.

4. If successful, it will open a "Save As" window to download the installation file. You will have to remain connected to the internet while it installs.