

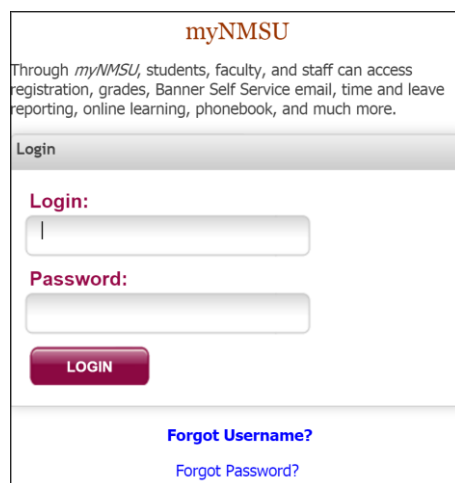


# New Mexico State University

## Download and Install Microsoft Office 365

As a student at NMSU, you can download Microsoft Office 365 for free on one computer. These instructions can be used to install Microsoft Office 365 on your computer.

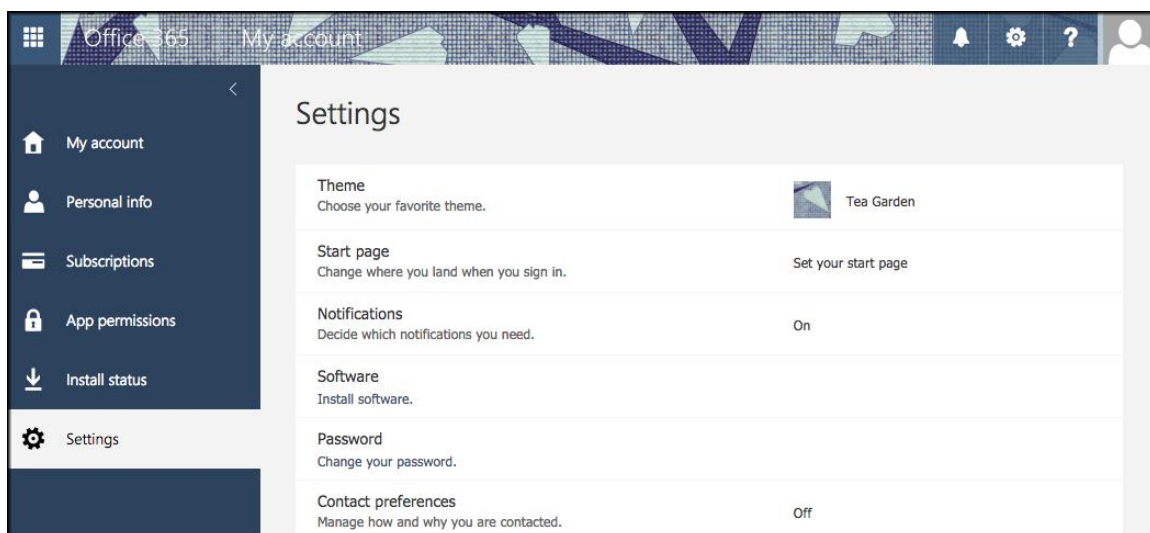
1. Log in to your myNMSU account at [my.nmsu.edu](http://my.nmsu.edu). Once logged in, go to your e-mail.



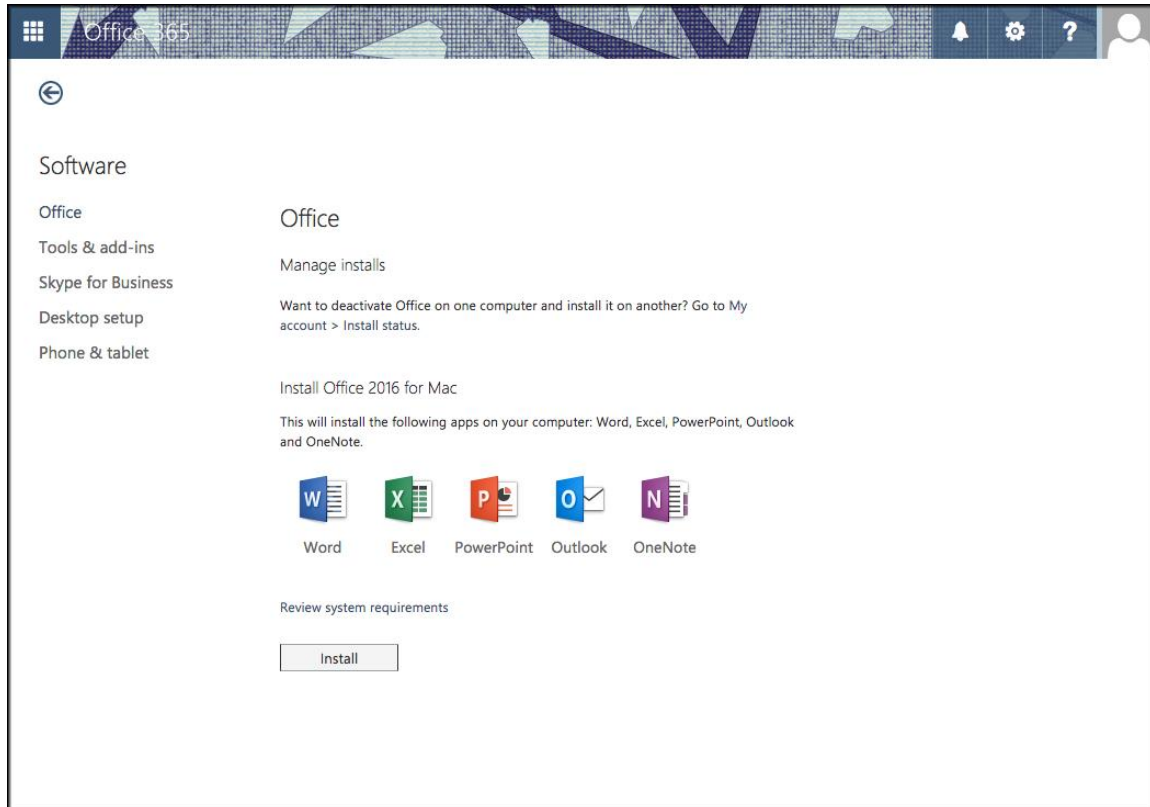
The image shows the myNMSU login page. At the top, it says "myNMSU" in orange. Below that, a paragraph explains that students, faculty, and staff can access registration, grades, Banner Self Service email, time and leave reporting, online learning, phonebook, and much more. There is a "Login" section with a "Login:" label, a text input field, a "Password:" label, another text input field, and a red "LOGIN" button. At the bottom, there are two links: "Forgot Username?" and "Forgot Password?" in blue.



2. Once you are in your e-mail, click on the **Settings** icon that looks like a gear in the top right-hand corner. In the **Settings** menu, click on the **Software** option.



3. On the Software page, you will see a message that says Install Office 2016 for Mac or Windows, depending on your system. Click Install. The installation will now begin.



4. Follow the prompts to install your software. If you have questions about which version to install or the installation process, visit <https://support.office.com/en-us/article/Download-and-install-Office-using-Office-365-for-business-on-your-PC-72977511-dfd1-4d8b-856f-405cfb76839c?ui=en-US&rs=en-US&ad=US>