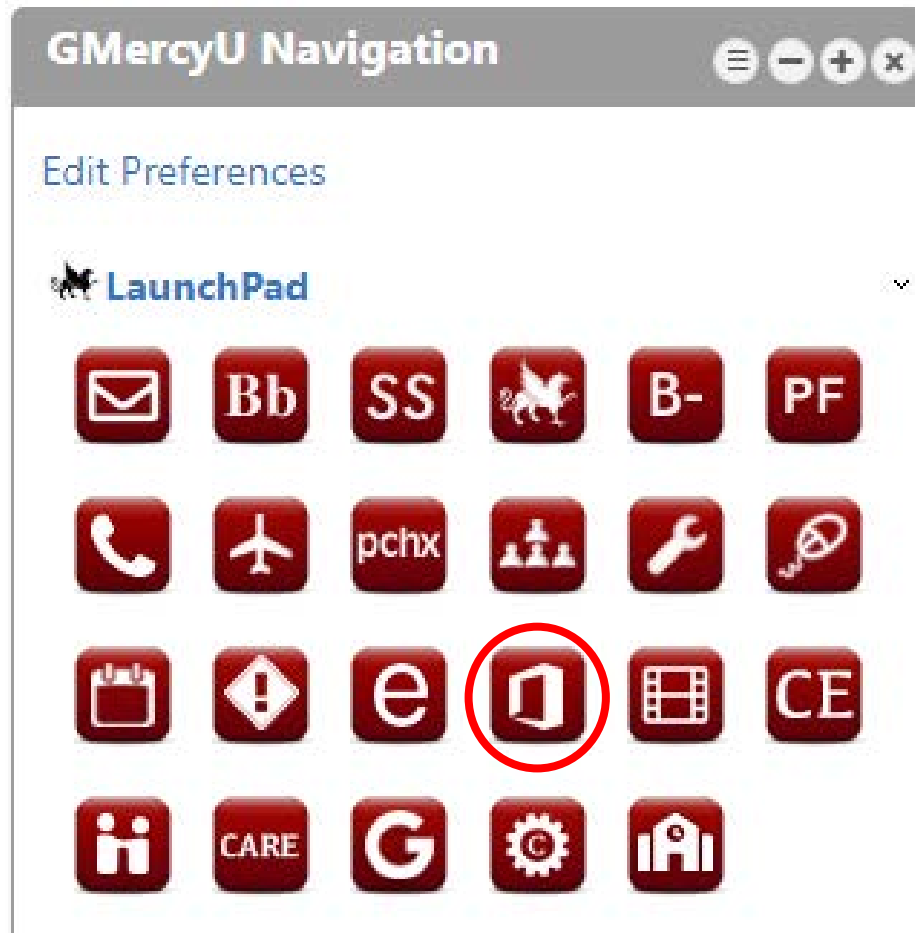
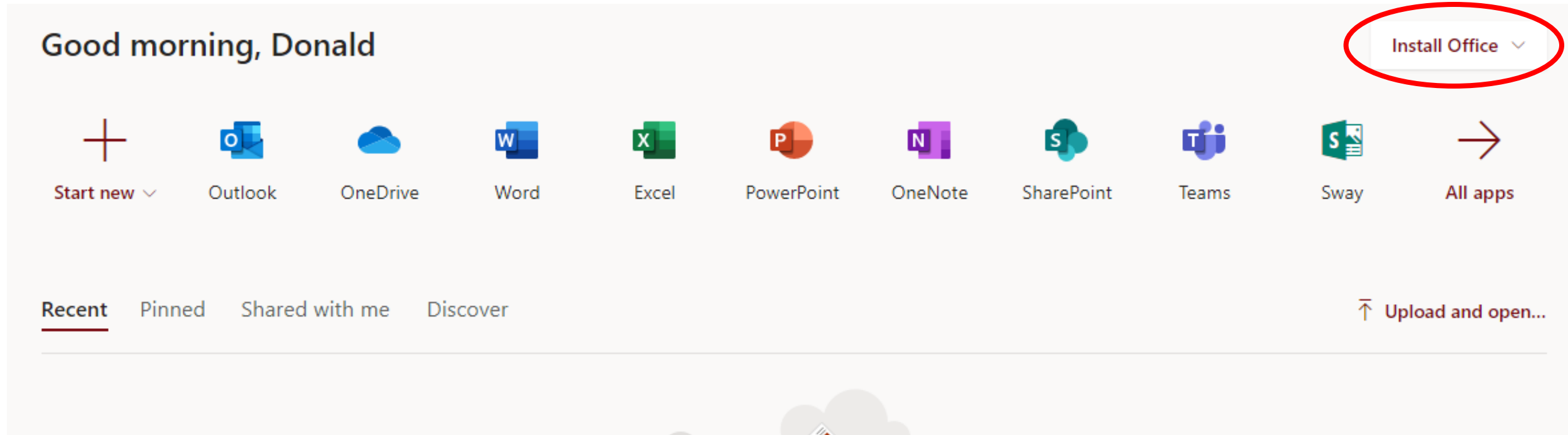


How to Download Office 365

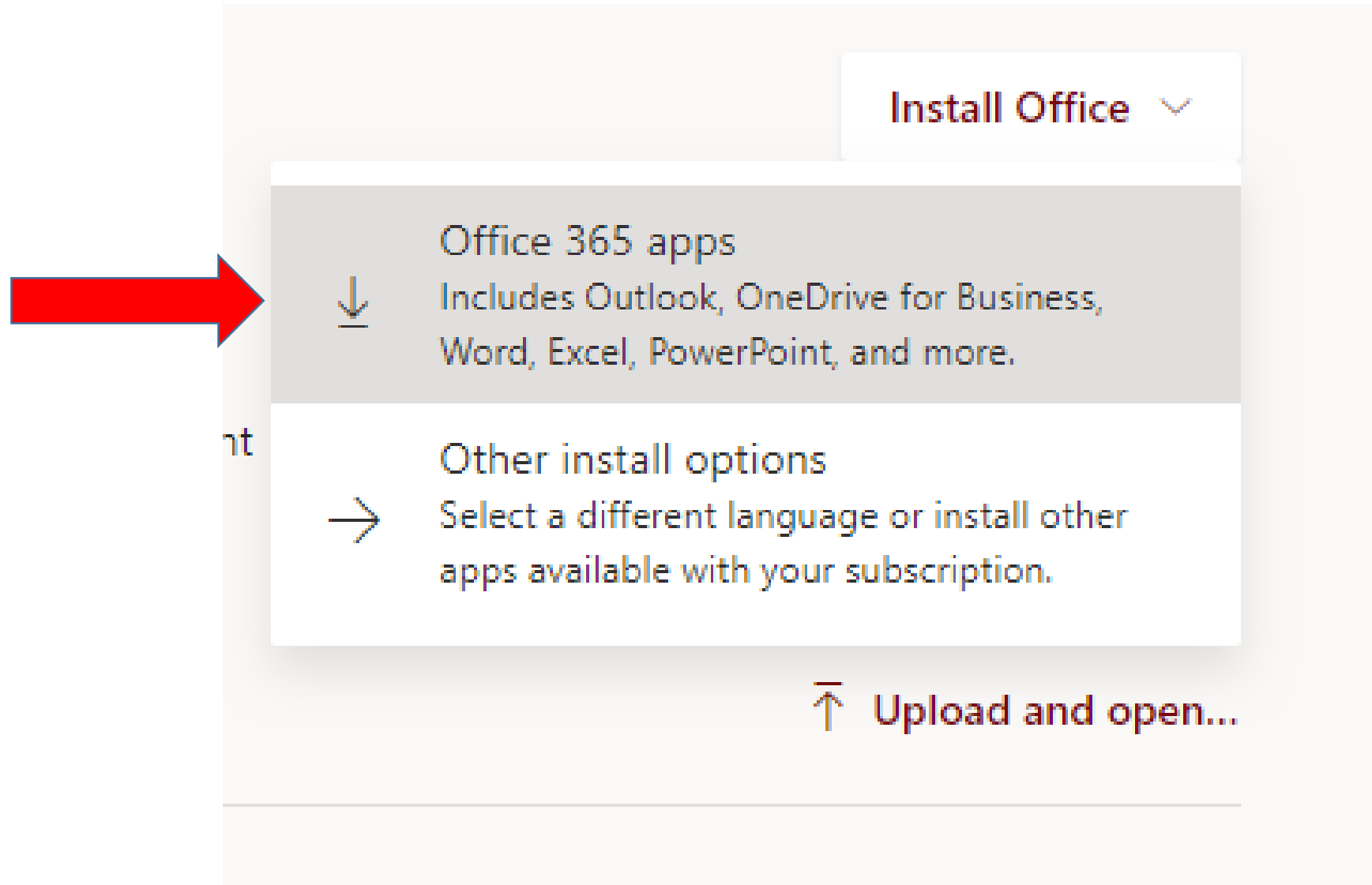
Step 1.) After logging into the GMercyU portal **Click the Office 365 (cube) icon.**



Step 2.) Next Click on the **Install Office** button



Step 3.) Click on Office 365 apps.



Step 4.) After the installer downloads double **Click** on it and run the installer.

Good morning

Start new

Recent Pinned

Just a few more steps...

- 1 Click Run**
Click the Setup file at the bottom of the screen.
- 2 Say "yes"**
Click Yes to start installing.
- 3 Stay online**
After installation, start Office and sign in with the account you use for Office 365: Pump.D@gmercyu.edu.

Close Need help installing?

Share and collaborate with others. To get started, create a new document or drag it here to upload and open.

Upload and open... New

Setup.Def.en-us_O...exe

Step 5.) After installed go into one of the applications (such as Word) and Activate the license with your full **GMercyU email address** and then when the GmercyU portal login screen comes up **login** with your GMercyU **username and password** (this will activate the entire Office 365 suite). You can now use Office 365 on your computer!

