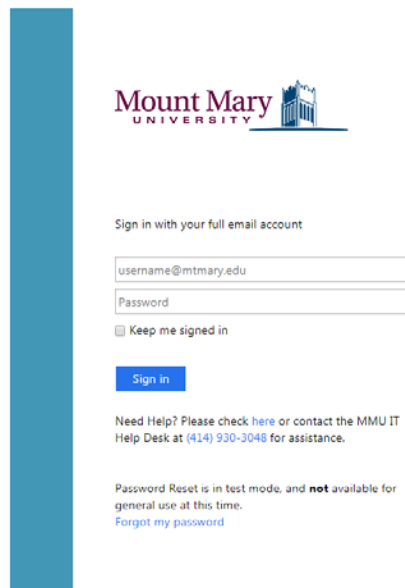


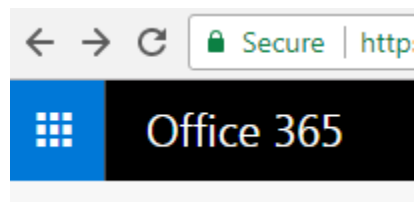
Steps to installing Microsoft Office Apps

1. Log into your Mount Mary email account

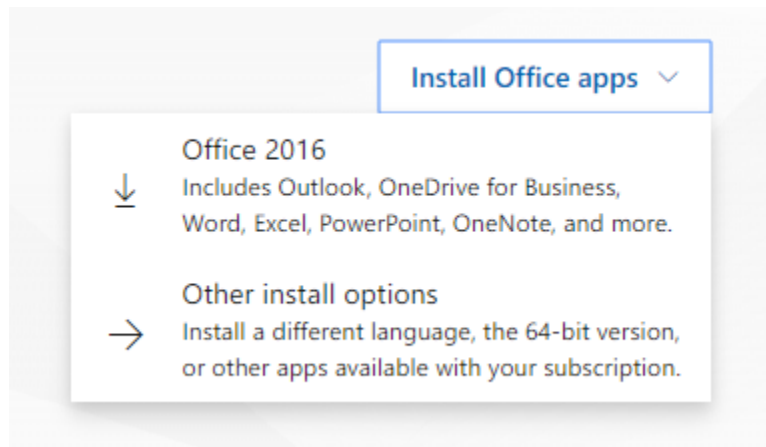


The screenshot shows the Mount Mary University login page. On the left is a vertical blue bar. To its right is the university logo. Below the logo, the text reads "Sign in with your full email account". There are two input fields: the first contains "username@mtmary.edu" and the second is labeled "Password". Below these fields is a checkbox labeled "Keep me signed in" and a blue "Sign in" button. At the bottom, there is a help message: "Need Help? Please check [here](#) or contact the MMU IT Help Desk at (414) 930-3048 for assistance." and a note: "Password Reset is in test mode, and **not** available for general use at this time. [Forgot my password](#)".

2. Once logged into your email account, click on the "Office 365" logo in the top left corner.



- This will lead you to the apps page. All available Microsoft apps are listed here. Above the apps list you will see "Install Office apps," click that box and select "Office 2016." (This will download and install Outlook, Excel, Word, PowerPoint, OneNote, Skype for Business, and others.)



- Once the download is finished, open the file and the install should start automatically.
- Once the install is complete, open Outlook and enter in your email address and password. This will activate your office apps and connect to your school account.

If you have any questions or experience any issues, please contact the IT Help Desk at 414-930-3048 (x3048 on campus) or mmu-helpdesk@mtmary.edu.