How to Download Microsoft Office 365

INFORMATION TECHNOLOGY
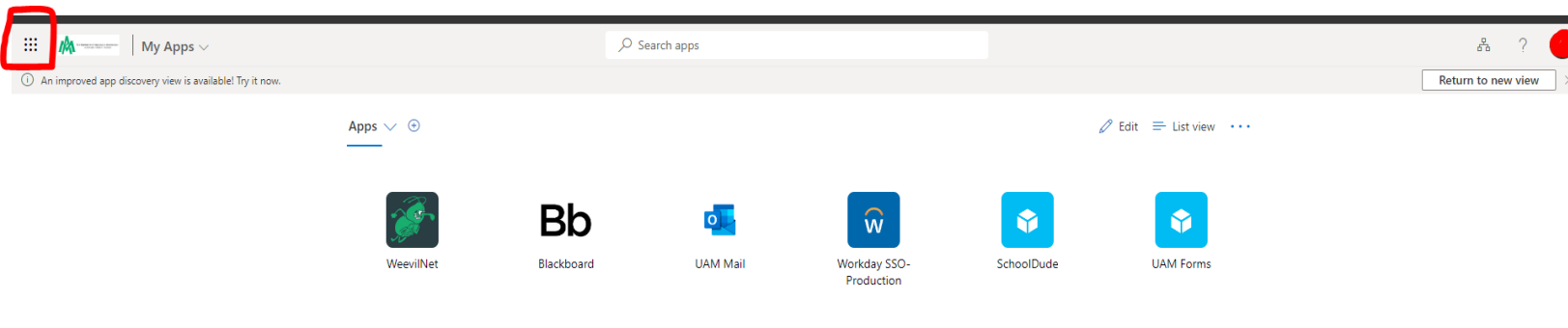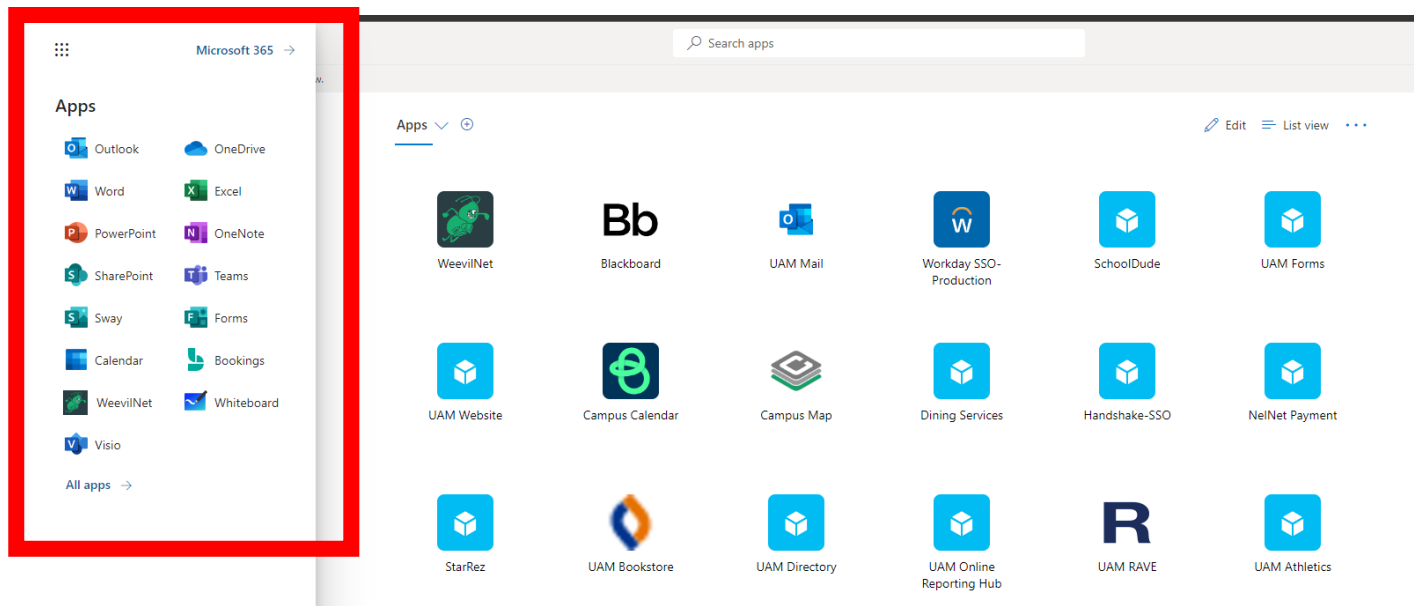
As a UAM Student, you have the opportunity to download Office 365 including but not limited to Excel, Outlook, PowerPoint, and Word with your uamont.edu account credentials.

All UAM students have the option to load Microsoft software on **5 personal machines** for school-related activities.

Have A Chromebook?

You Have To Use Microsoft Office 365 Web Applications Through Your myUAM Portal

These Applications Cannot Be Downloaded on Chromebooks

As a UAM Student, you have the opportunity to use Office 365 including but not limited to Excel, Outlook, PowerPoint, and Word with

Inside your myUAM portal, click the 9 dots in the top left-hand corner to access your Microsoft Office 365 Apps.

Click on the app you need to use to access it and begin working.

Step 1: Open up Google Chrome and go to www.uamont.edu

Step 2: On the top right-hand side of the page, click on the myUAM portal link.
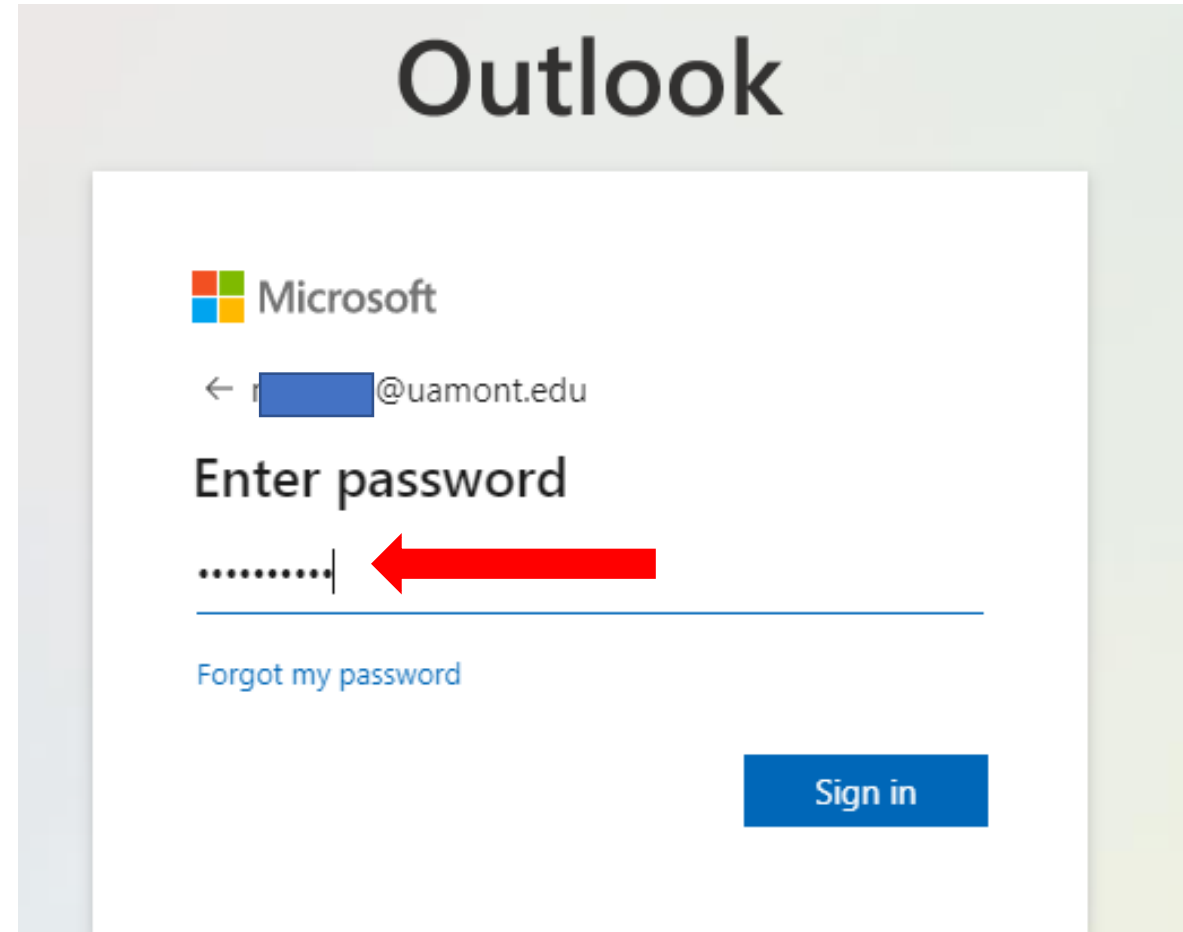
Step 4: Enter your UAM E-Mail address. For example: abc123456@uamont.edu. Click next

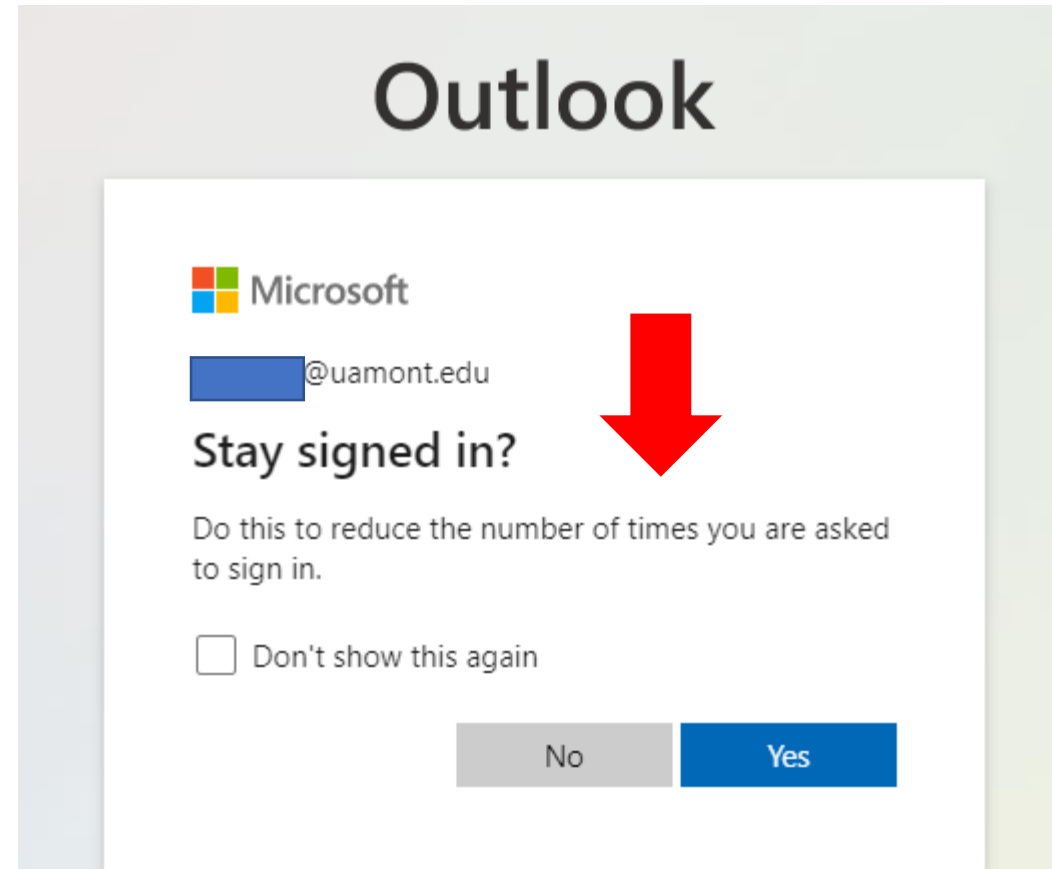**Step 5: Enter your UAM password. For example: Um123456. Click Sign In**
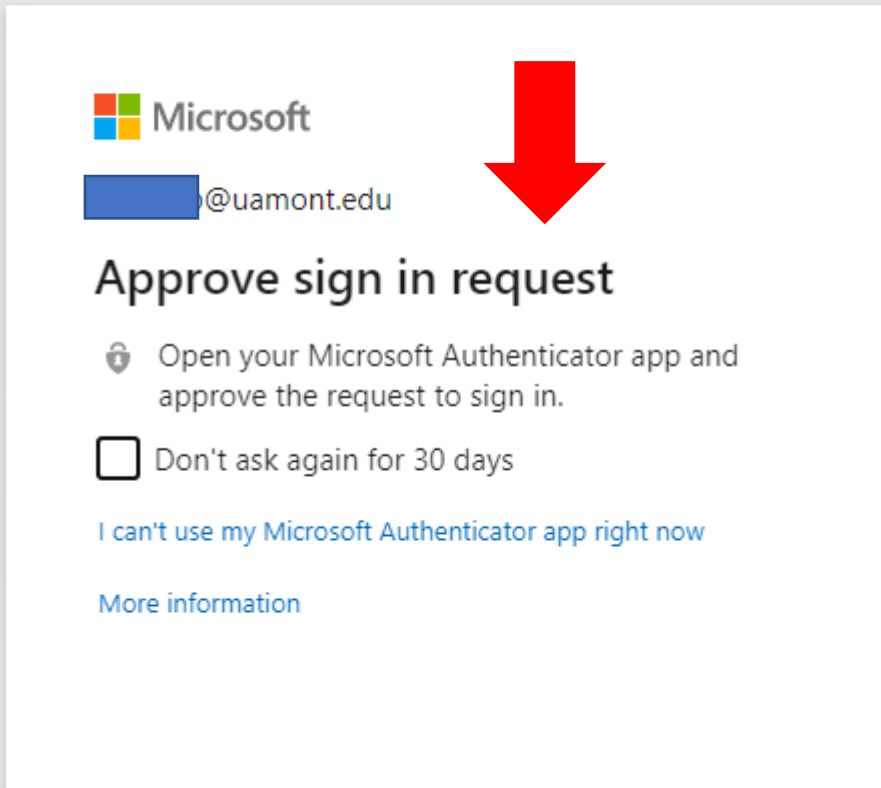
Step 6: You will be prompted to verify your identity with Multifactor Authentication (MFA).

Step 7: Once you are verified, you will see a screen that askes you to Stay signed it? If you are on your personal computer, click Yes. If you are on a public or borrowed computer, click No.
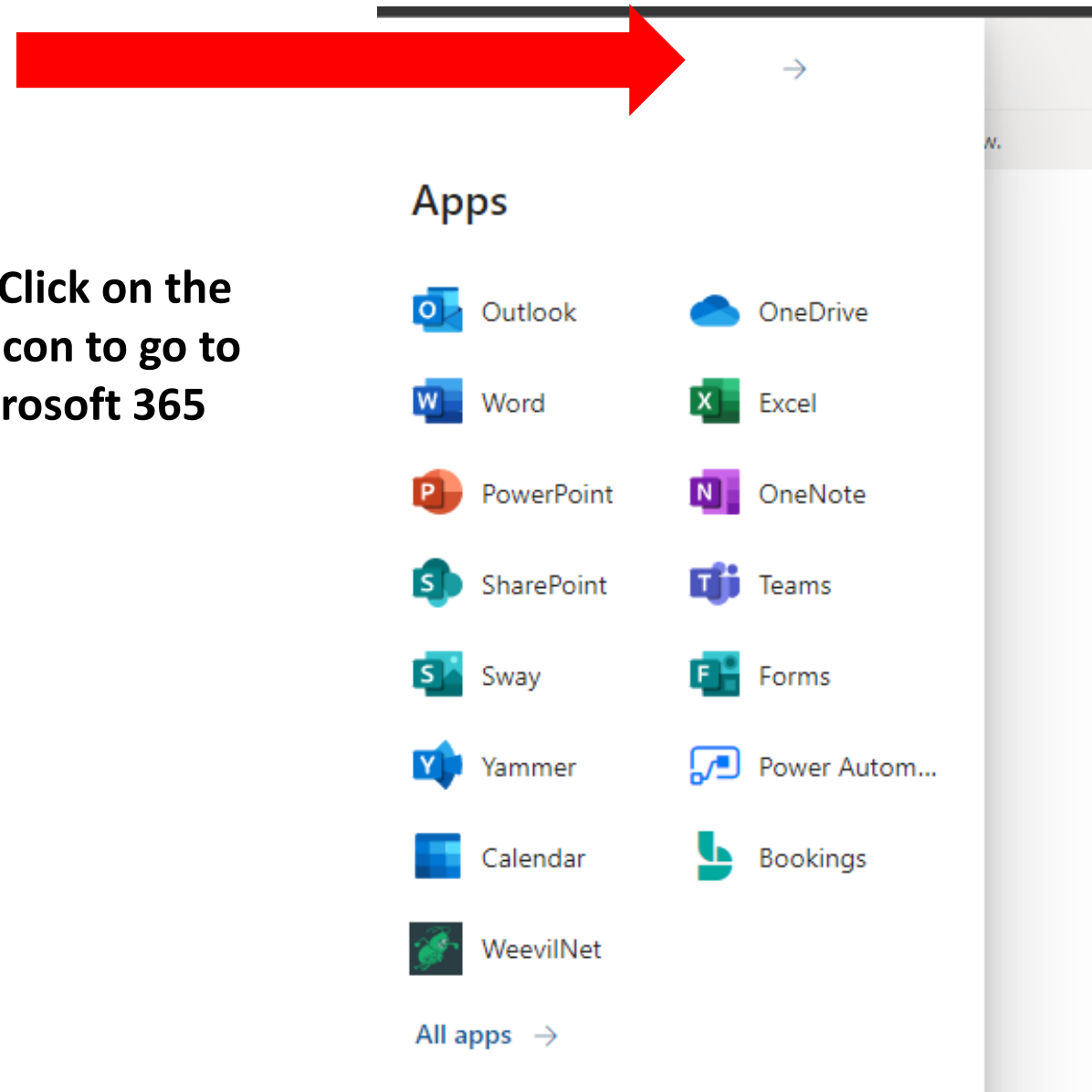
Step 8: You should now be successfully logged into your myUAM portal.

Step 9: In the top left part of the screen, you should see 9 grey dots in the grey bar next to the UAM logo. Click on the 9 white dots to open a new menu.

Apps

Outlook
OneDrive
Word
Excel
PowerPoint
OneNote
SharePoint
Teams
Sway
Forms
Yammer
Power Autom...
Calendar
Bookings
WeevilNet

All apps →
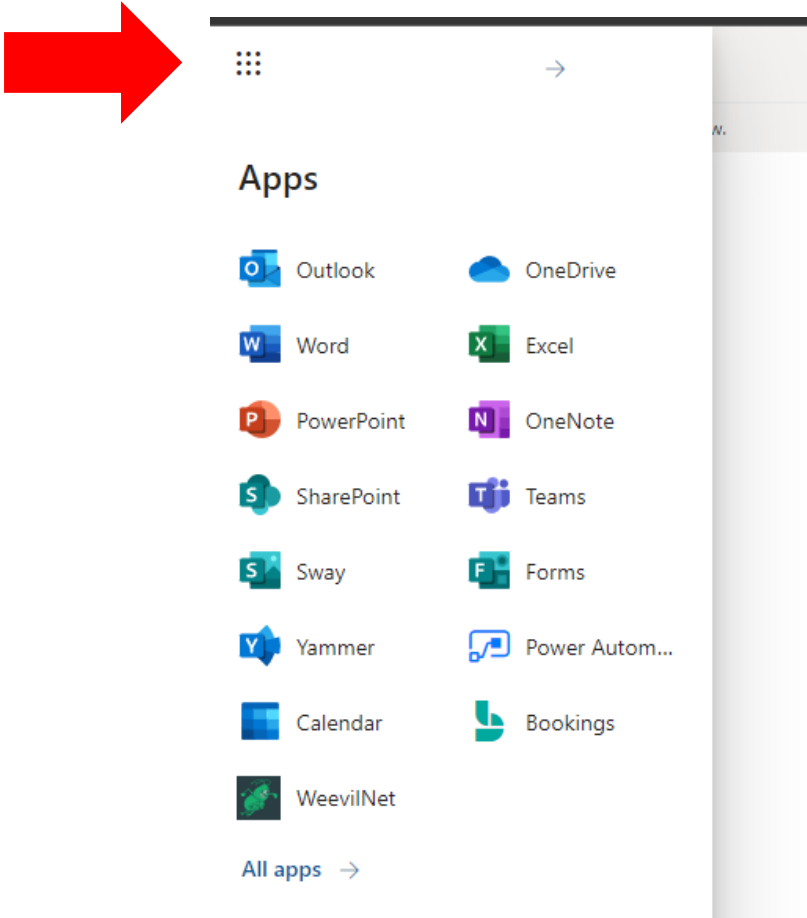
Step 10: Click on the small -> icon to go to your Microsoft 365 account.

Apps

Outlook
OneDrive
Word
Excel
PowerPoint
OneNote
SharePoint
Teams
Sway
Forms
Yammer
Power Autom...
Calendar
Bookings
WeevilNet

All apps →

Step 11: You will be brought to a new screen for Microsoft.

Install apps ⌄

You recently opened this
31m ago
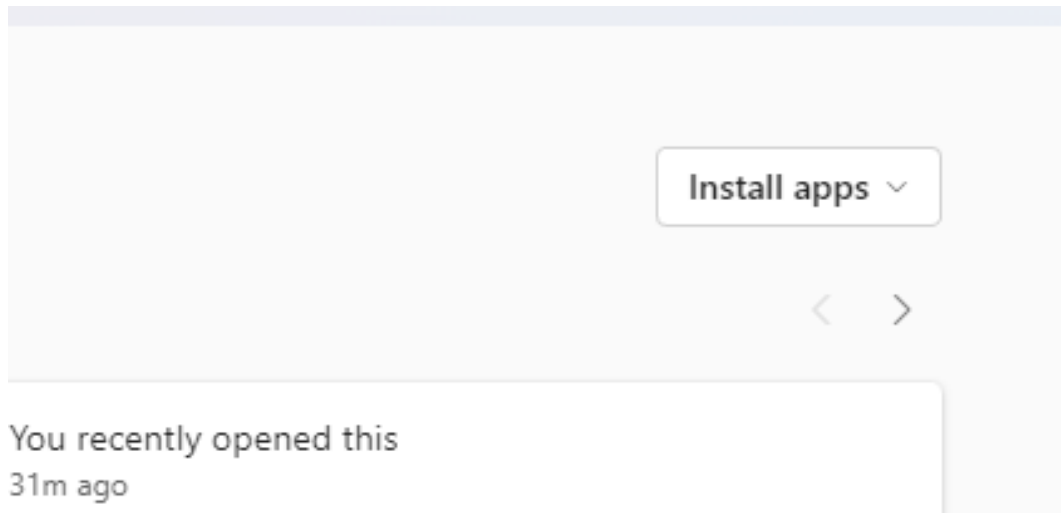
Step 12: In the top right-hand part of the screen, you should see a button titled Install Apps. Click on this drop-down menu to open new menu.

nt and ideas. Learn more   ✕

Install apps ⌄

Step 13: Inside the drop-down menu, click on the option that reads Microsoft 365 apps.

↓ Microsoft 365 apps
Includes Outlook, OneDrive for Business,
Word, Excel, PowerPoint, and more.

You rece
31m ago

→ Other install options
Select a different language or install other
apps available with your subscription.

The University of Arkansas at Monticello
Office of Information Technology
Learning Management System (LMS) Policy
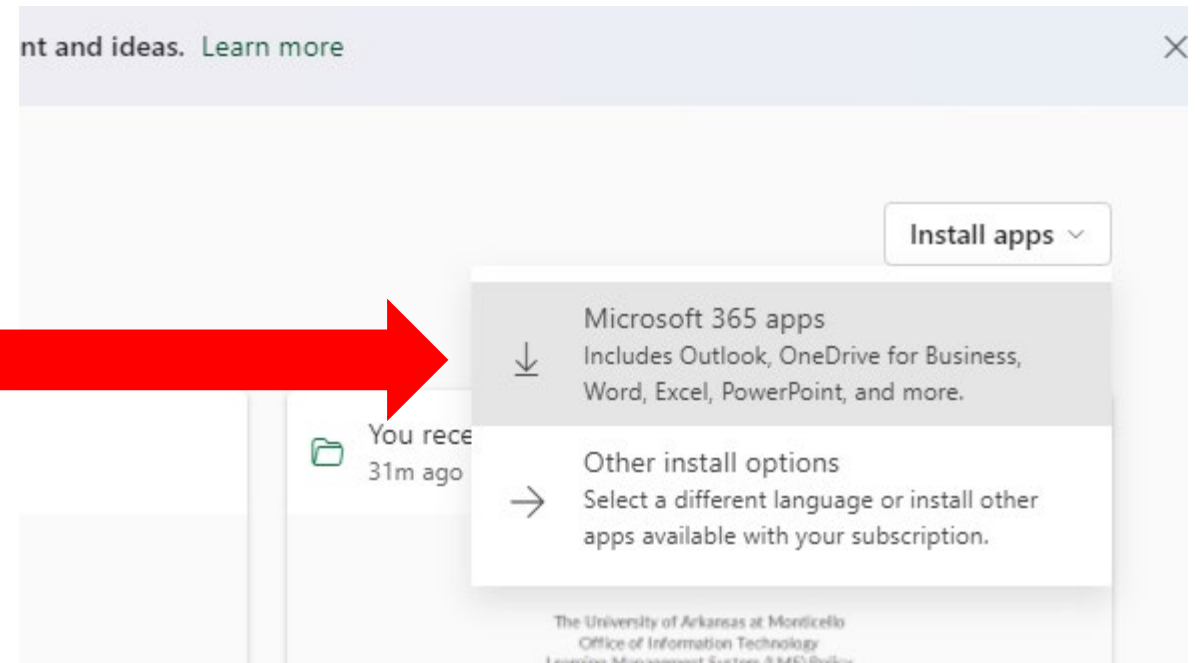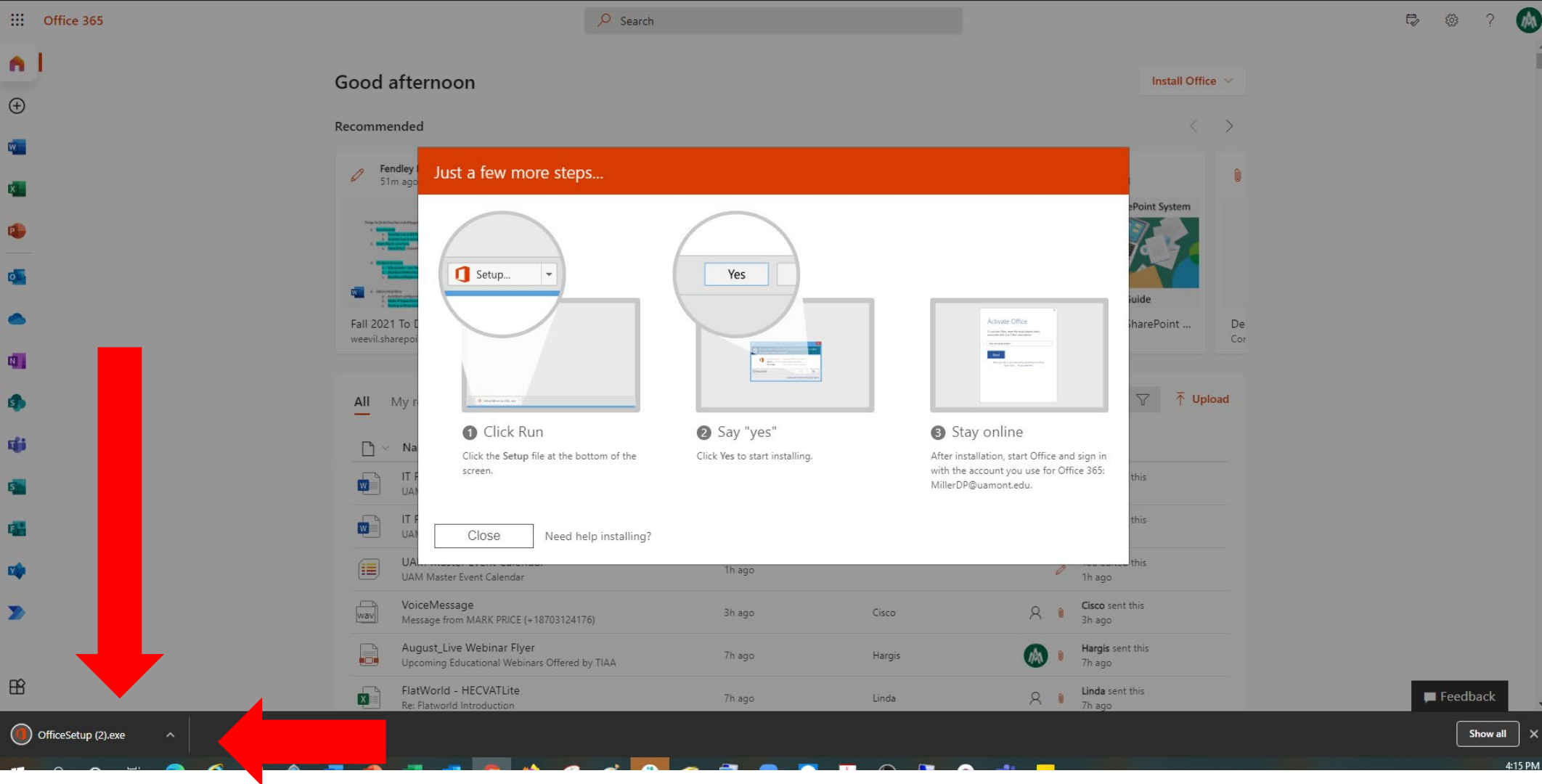
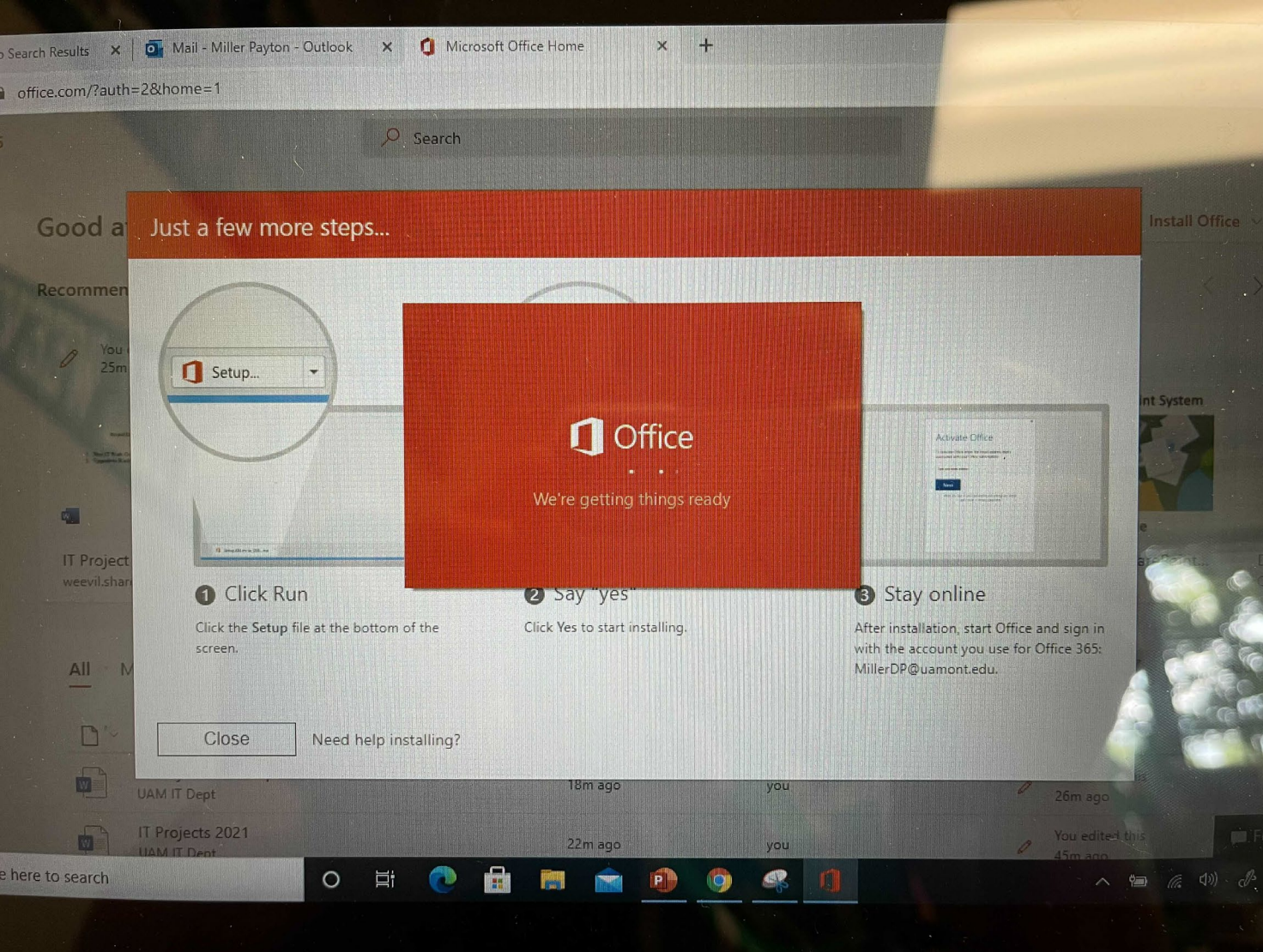**Step 14: The install for Office 365 will begin. NOTE: depending on your browser this will look different. Here is what it looks like in Google Chrome. The packaged downloaded at the bottom. Double click on the install package to begin running the install.**
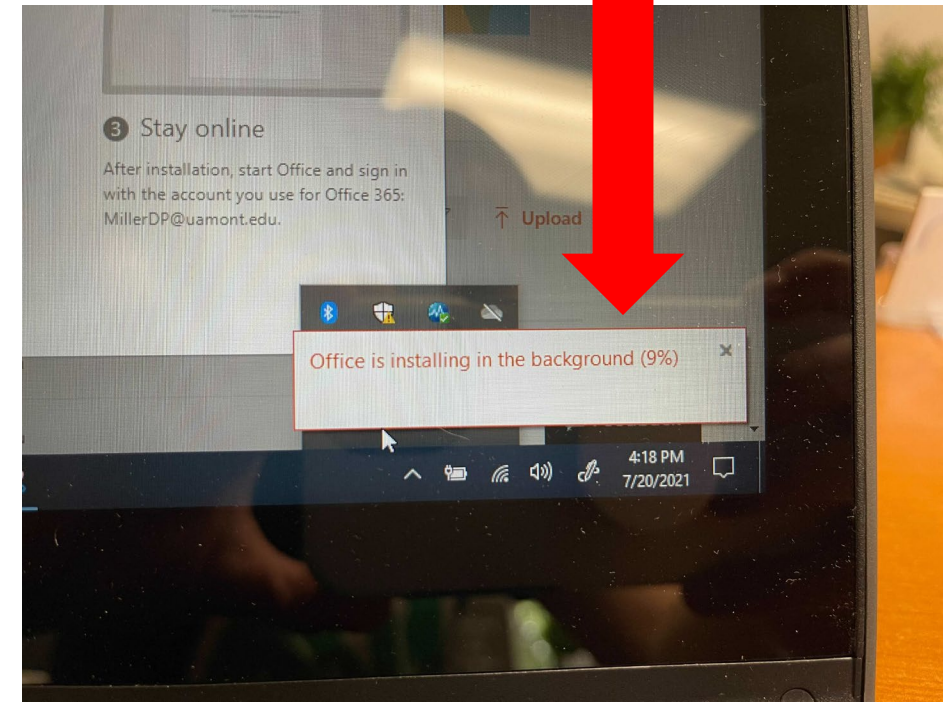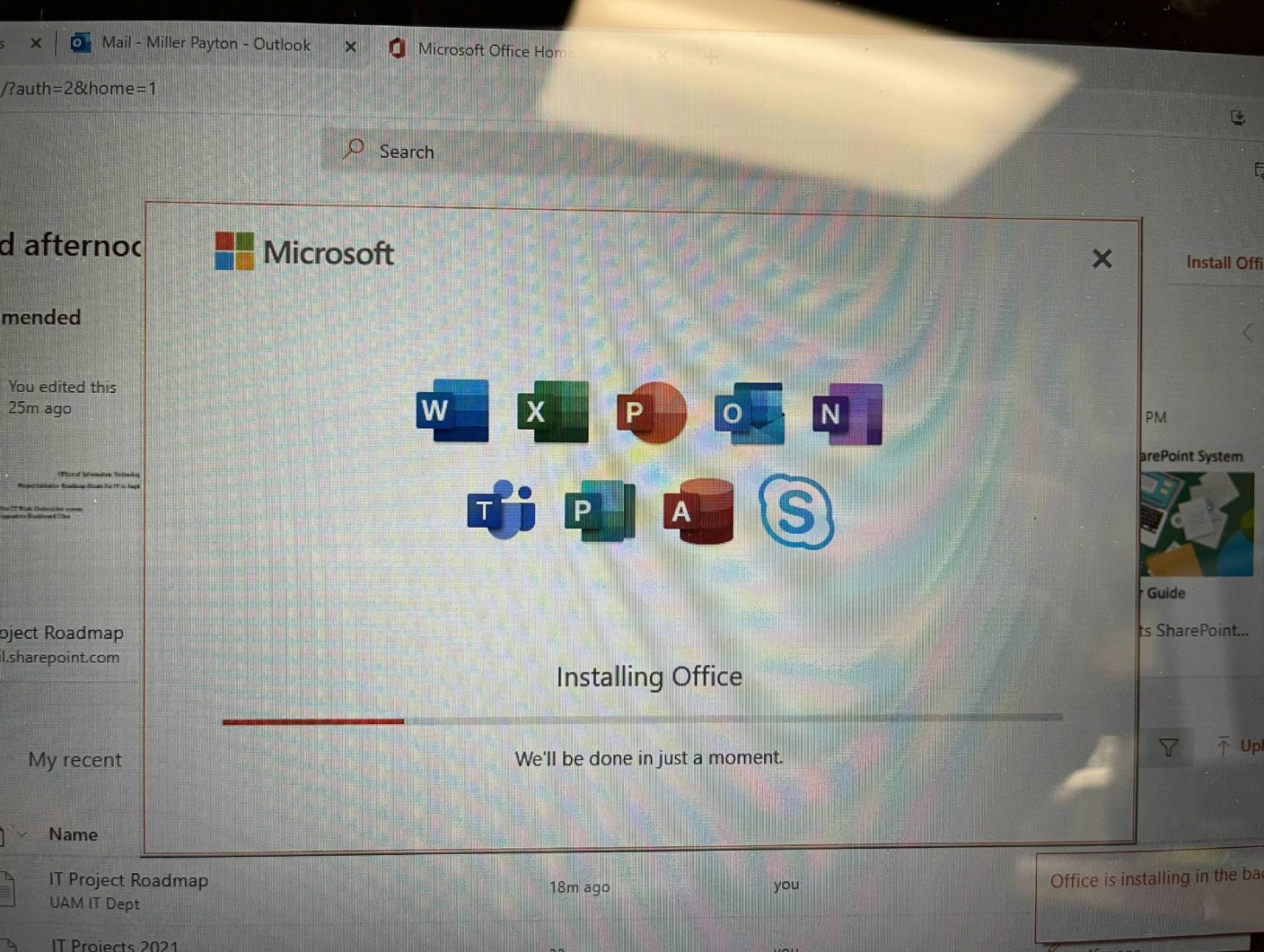
Step 15: The installation will begin downloading to your computer and you should see a screen that looks like the one above.
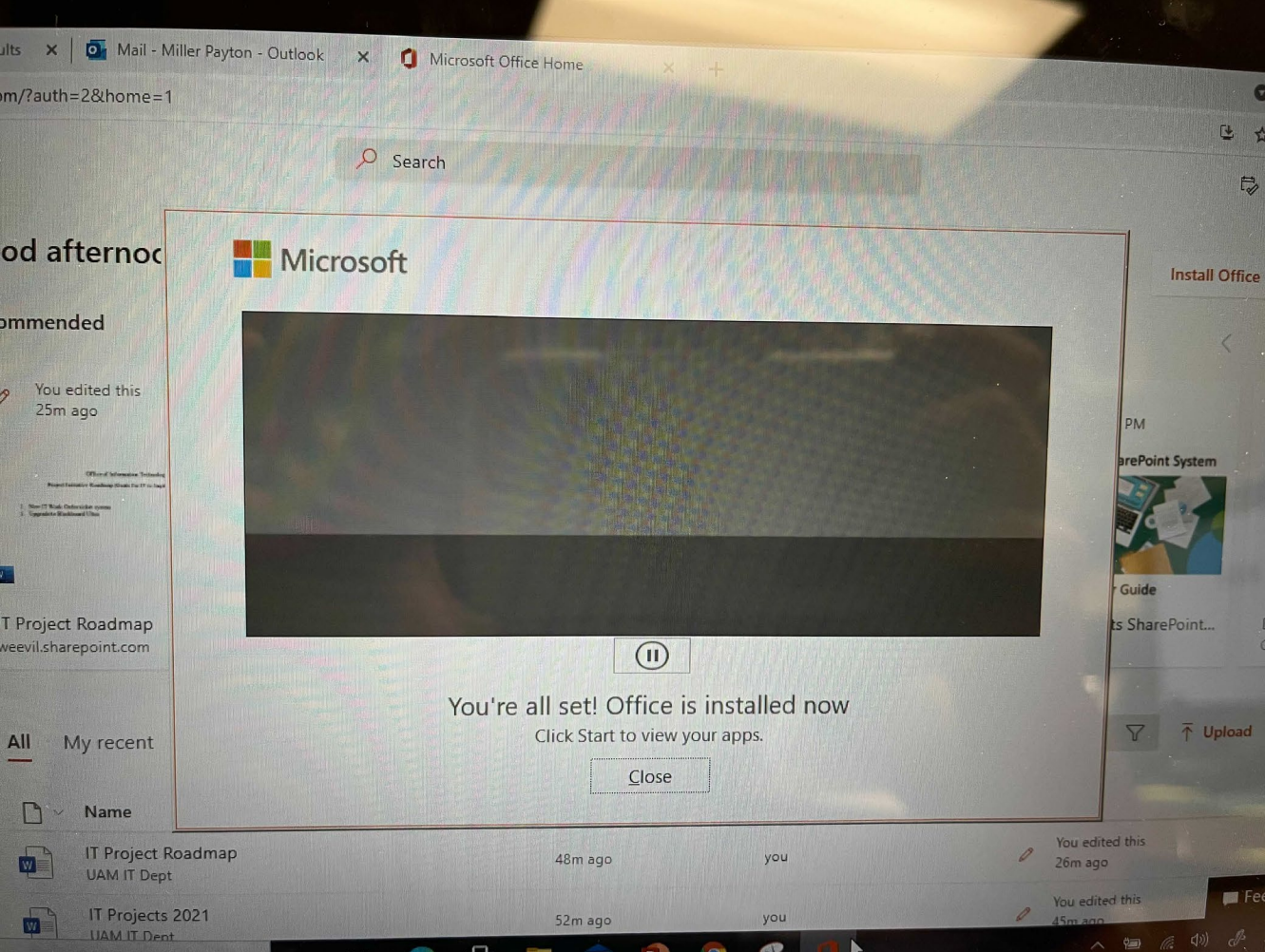
Step 17: This will show you a progress bar for the download
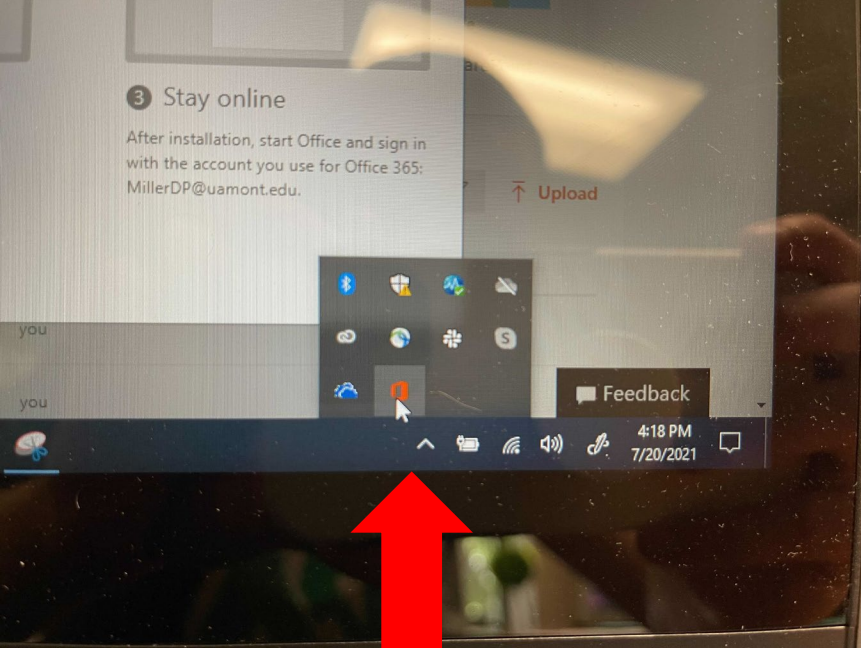
Step 16: You can also check the download status by clicking on the Hidden Icons menu and select the Office 365 icon
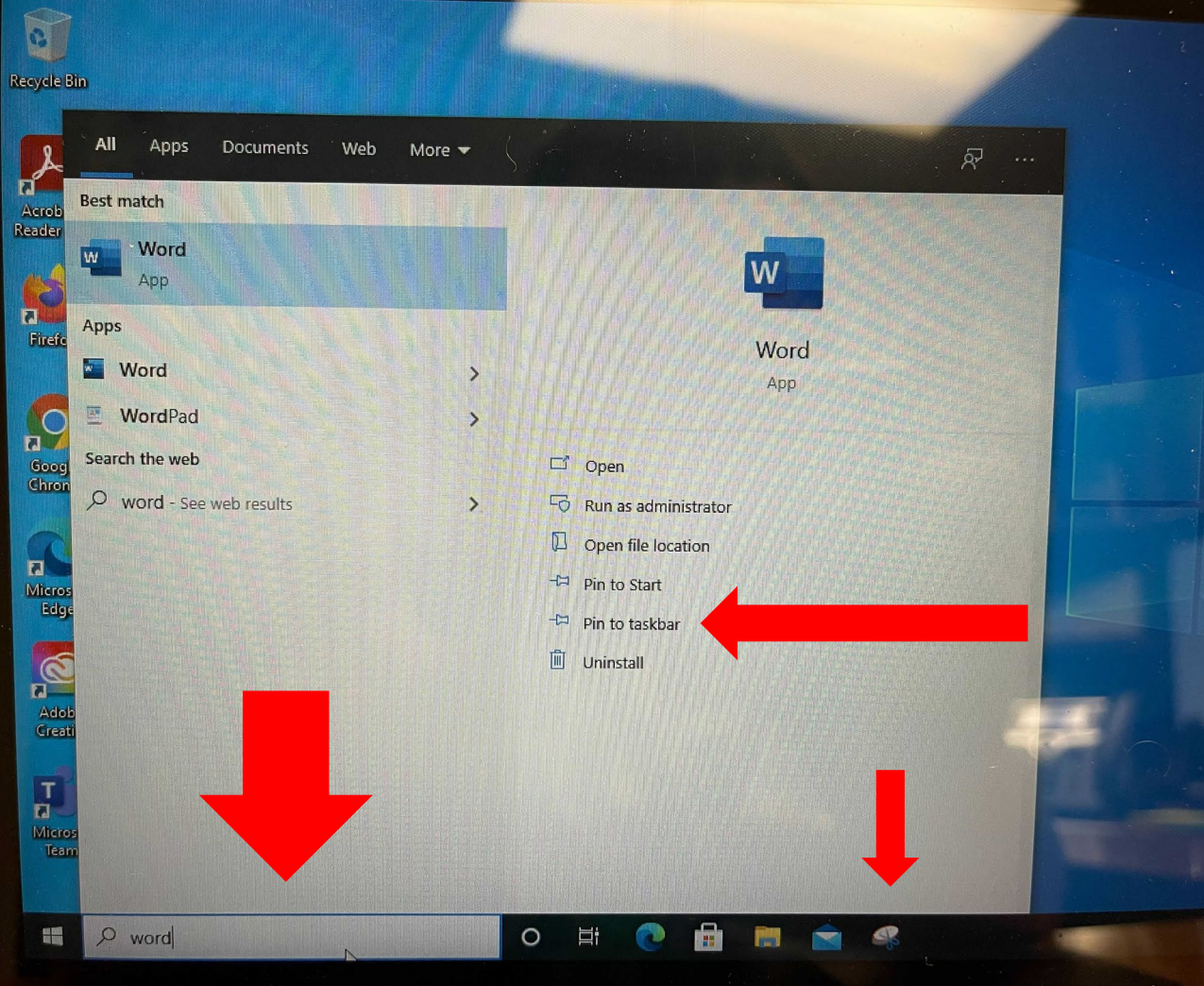
**Step 18: You will now see an Installing Office menu on your screen like the one shown above.**

Step 19: Once finished you will see a message that says Office is now installed. Click the Close icon.
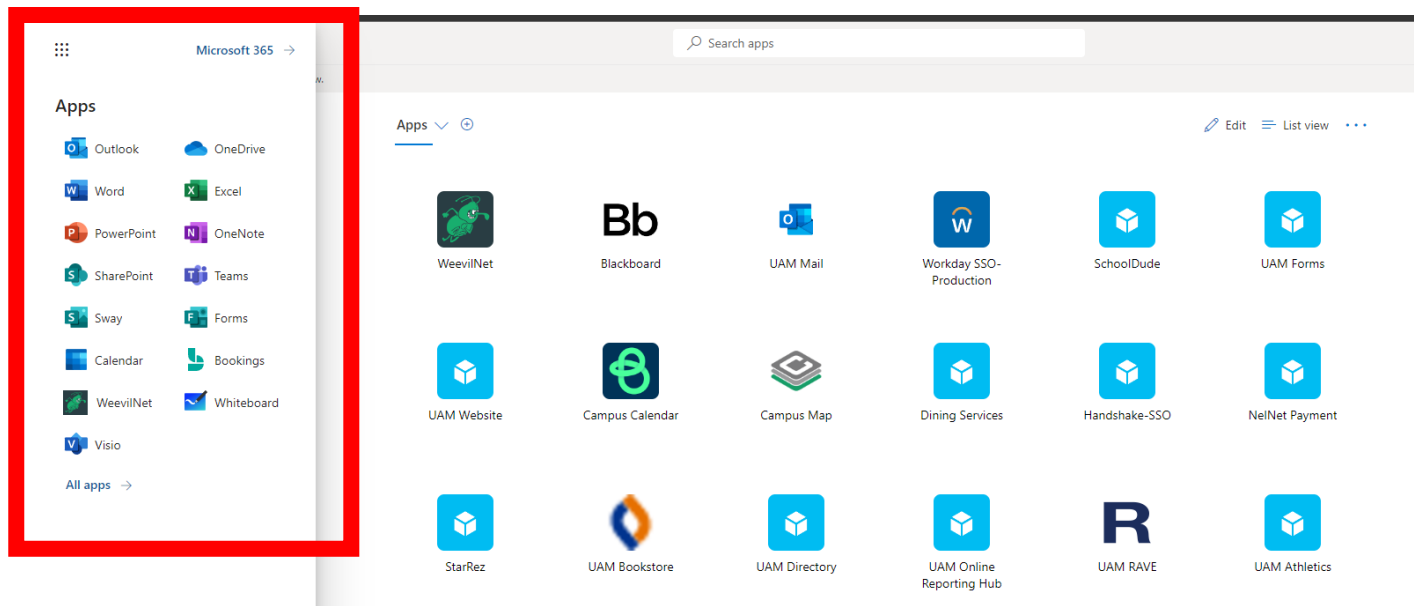
Step 20: to find your new Microsoft products, type in the Search bar a key word to find the application. For example: Word = Microsoft Word, Power = Microsoft PowerPoint, Exc = Microsoft Excell, etc…

NOTE: make sure to click the Pin To Taskbar option first to add it to the bottom of your screen so it is always easy to locate.
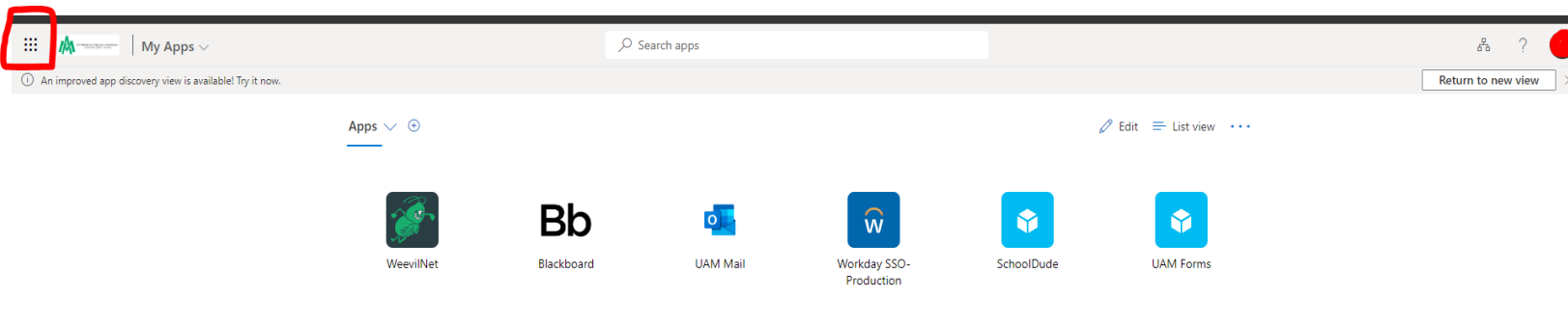
Office 365 For Chromebook

Inside your myUAM portal, click the 9 dots in the top left-hand corner to access your Microsoft Office 365 Apps.

Click on the app you need to use to access it and begin working.

You Have To Use Microsoft Office 365 Web Applications Through Your myUAM Portal These Applications Cannot Be Downloaded on Chromebooks

As a UAM Student, you have the opportunity to use Office 365 including but not limited to Excel, Outlook, PowerPoint, and Word with

For example, click on the Word application. Click on Blank Document to start working.
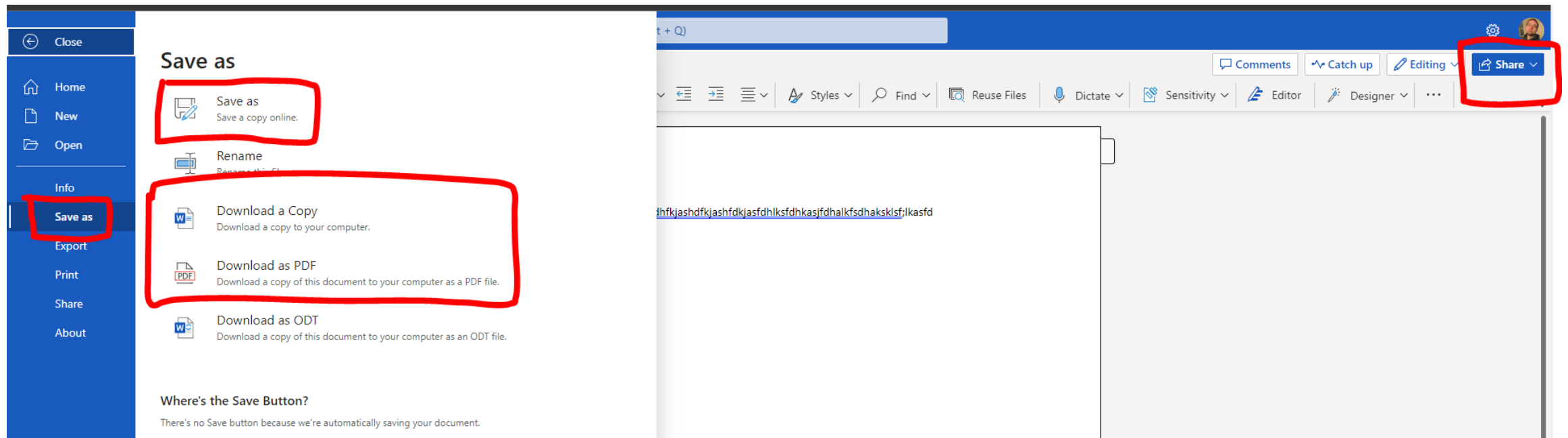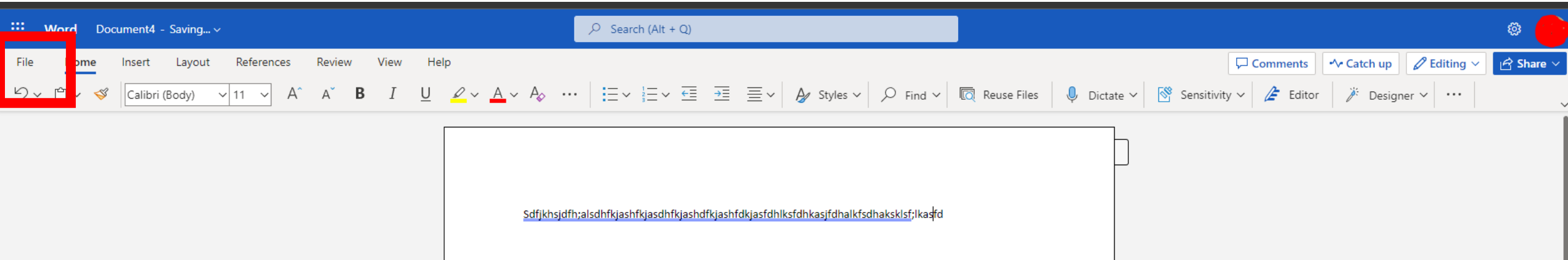
You can also see all files on your account. Under More Options, you can share from here, download a copy of it, and even upload different file types to your Microsoft Office 365 area.

You can work and it auto saves to your account. There are also other file saving options that you can select as well. You can even share a link to the file.

Questions? Please Contact Us:

INFORMATION TECHNOLOGY

Student Success Center 207 / 870-460-1036

UAM-ITHelp@uamont.edu