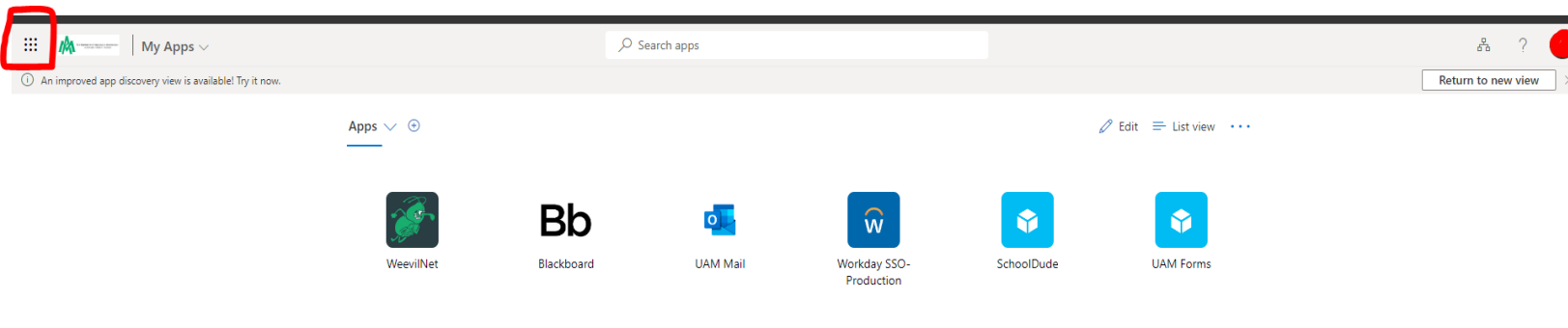


How to Download Microsoft Office 365



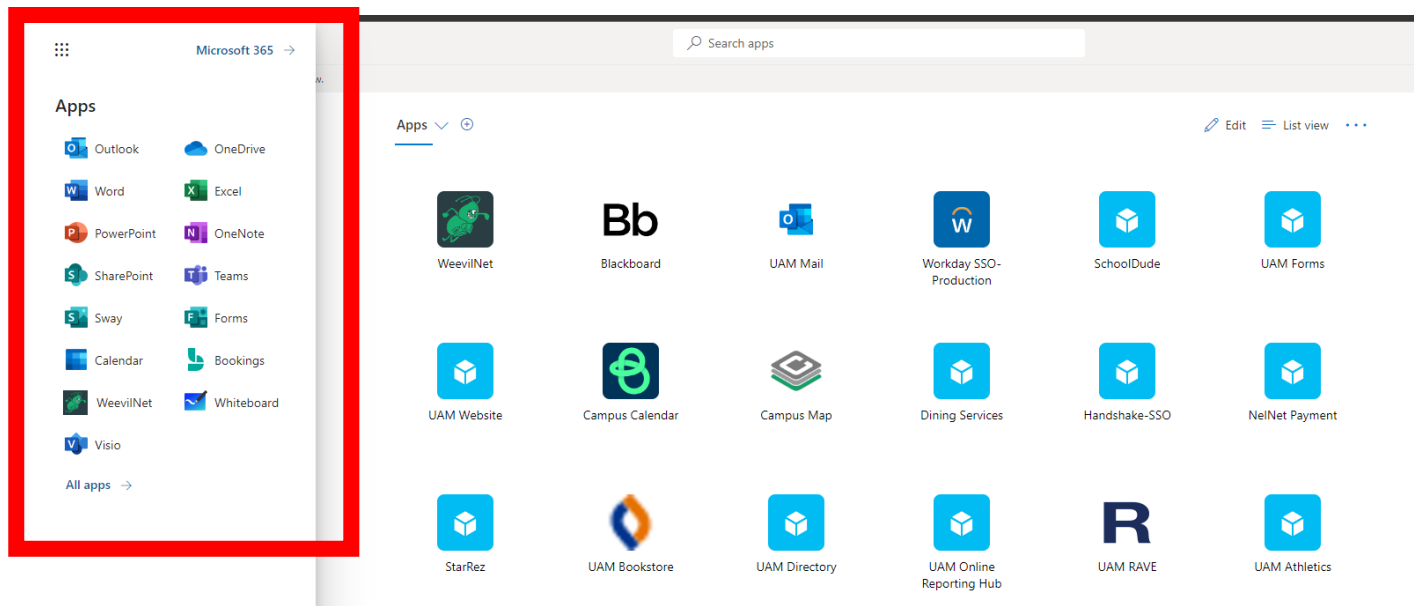
As a UAM Student, you have the opportunity to download Office 365 including but not limited to Excel, Outlook, PowerPoint, and Word with your uamont.edu account credentials.

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



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.



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

[ACADEMICS](#)[ADMISSIONS & AID](#)[LIFE AT UAM](#)[ATHLETICS](#)[ABOUT UAM](#)[myUAM](#)[Degrees & Programs](#)[Apply](#)[Give](#)

UNIVERSITY OF ARKANSAS AT MONTICELLO

[APPLY NOW](#)[DEGREES & PROGRAMS](#)[FINANCIAL AID](#)

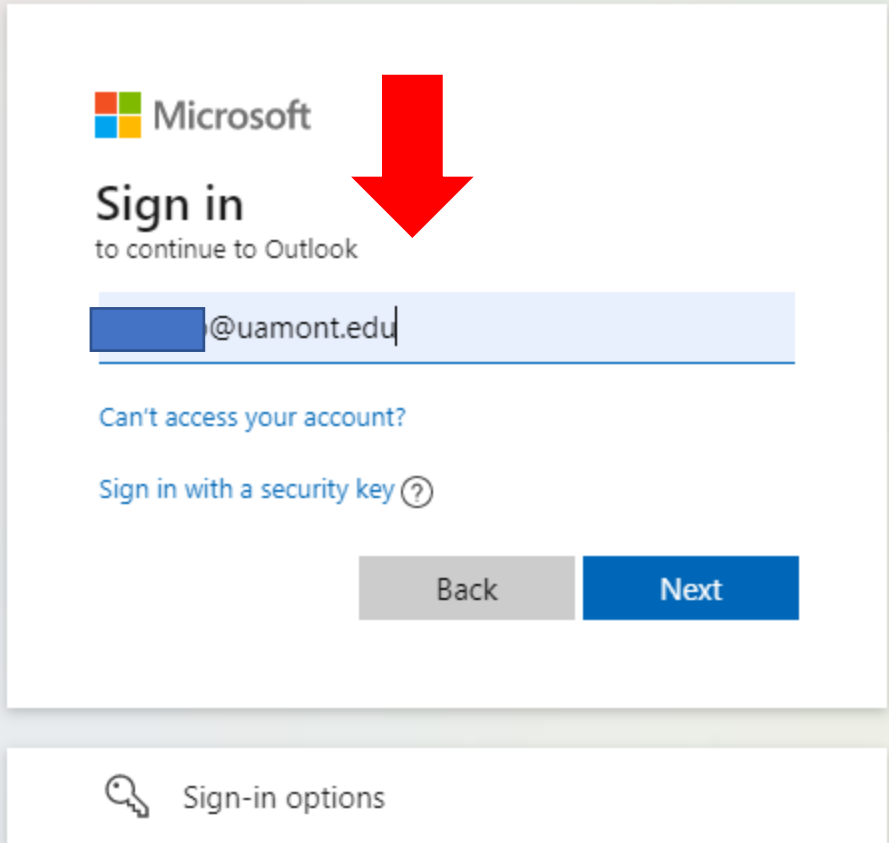
INFORMATION FOR:

[STUDENTS](#)[FACULTY & STAFF](#)[ALUMNI & FRIENDS](#)[PARENTS](#)[KIDS' UNIVERSITY](#)[COVID-19](#)[COMMENCEMENT](#)

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.

Outlook



Microsoft


Sign in
to continue to Outlook

██████████@uamont.edu

[Can't access your account?](#)

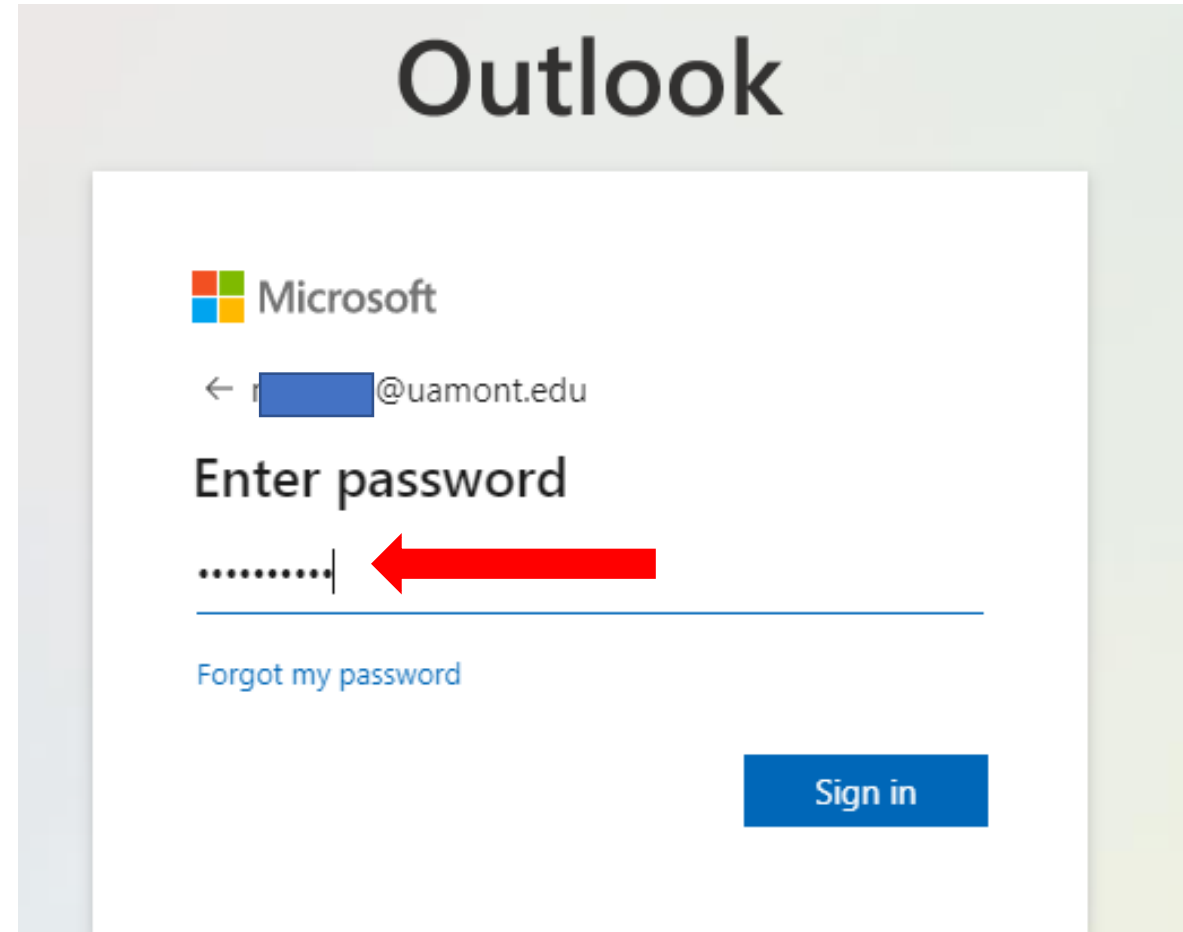
[Sign in with a security key](#) (?)

[Back](#) [Next](#)

 [Sign-in options](#)

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



Outlook

Microsoft

← ██████████@uamont.edu

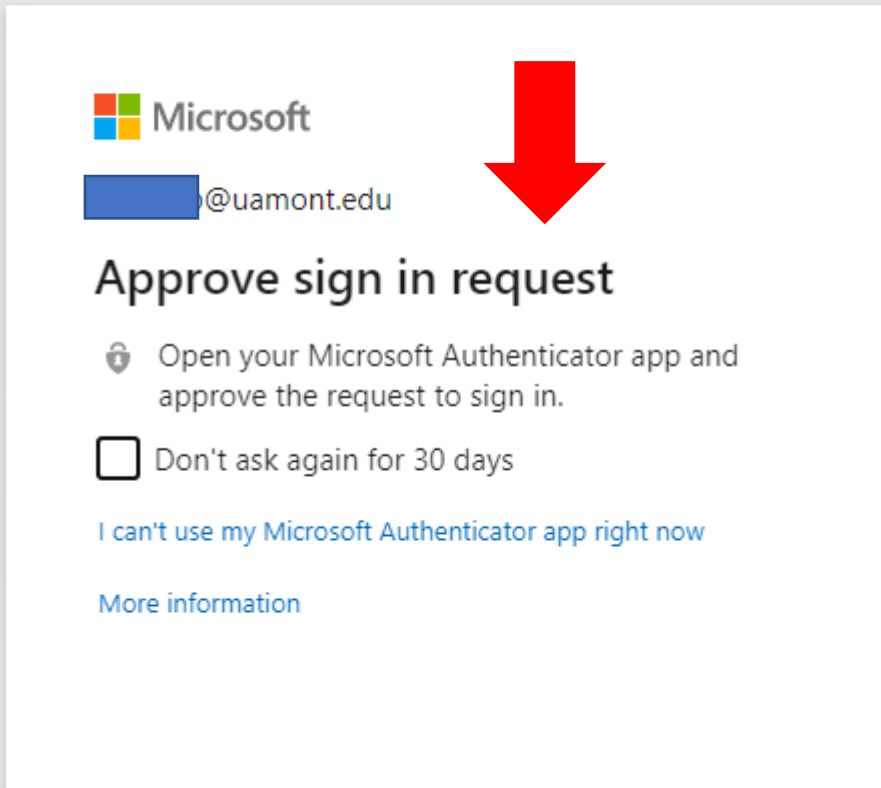
Enter password

.....| ←

[Forgot my password](#)

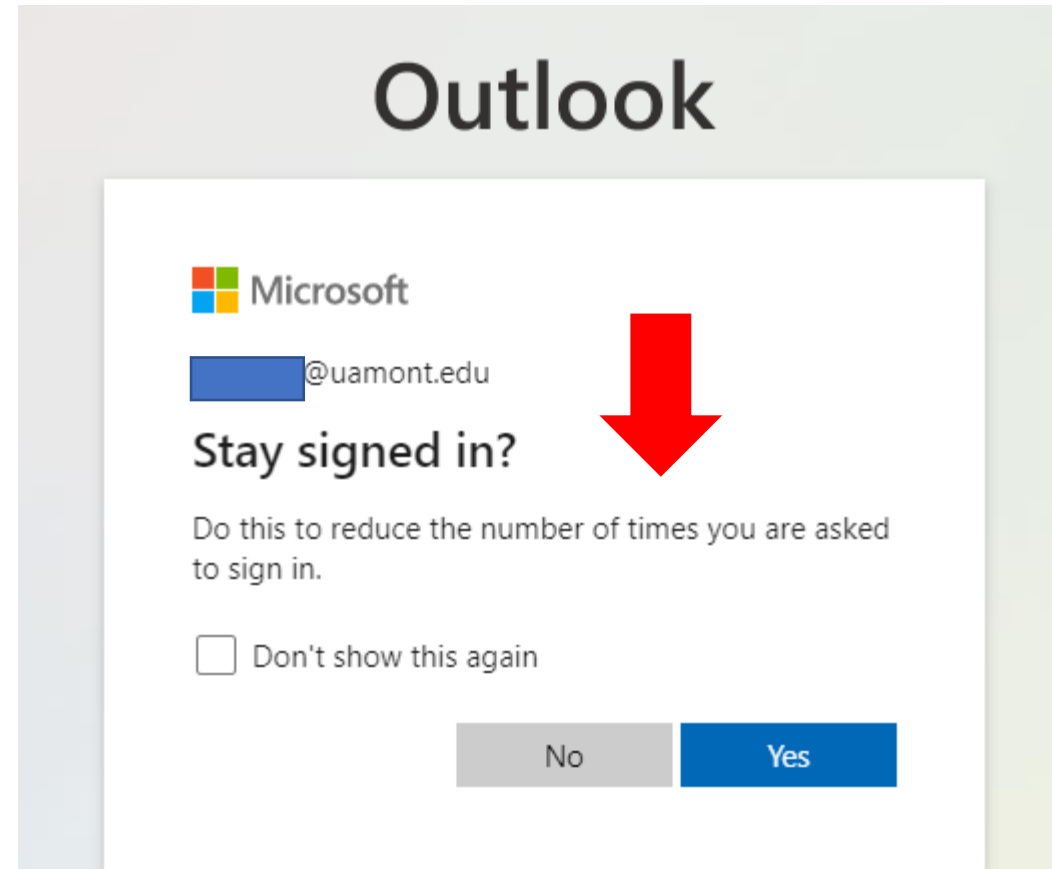
[Sign in](#)

Outlook



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 asks you to Stay signed in? If you are on your personal computer, click Yes. If you are on a public or borrowed computer, click No.



My Apps

Search apps

An improved app discovery view is available! Try it now.

Return to new view

Apps

Edit List view

WeevilNet

Blackboard

UAM Mail

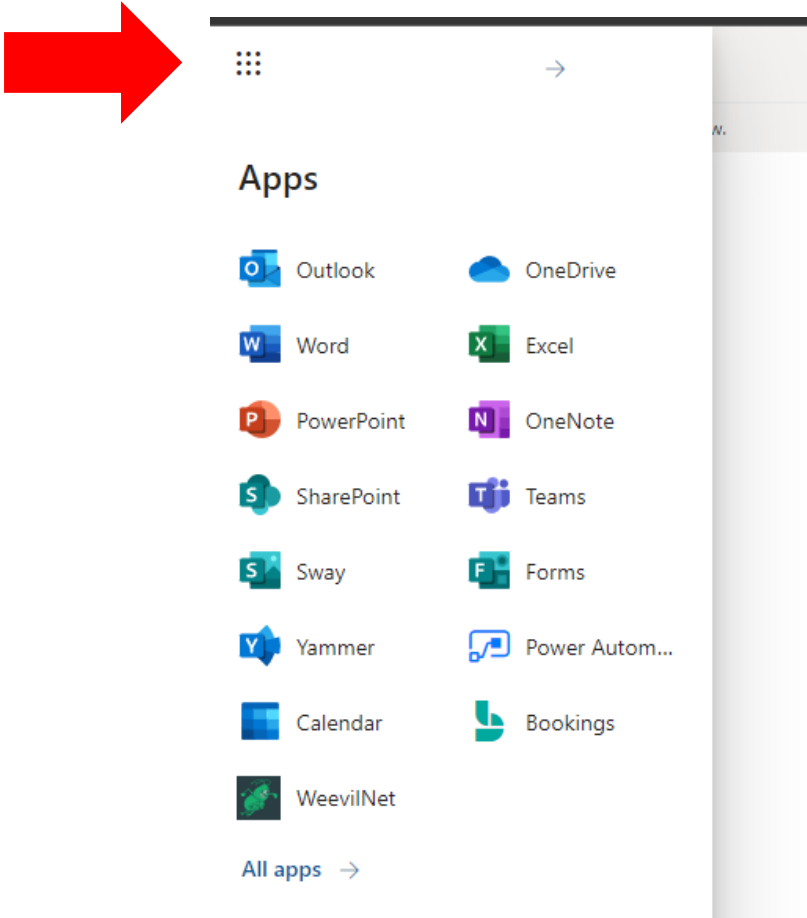
Workday SSO-Production

SchoolDude

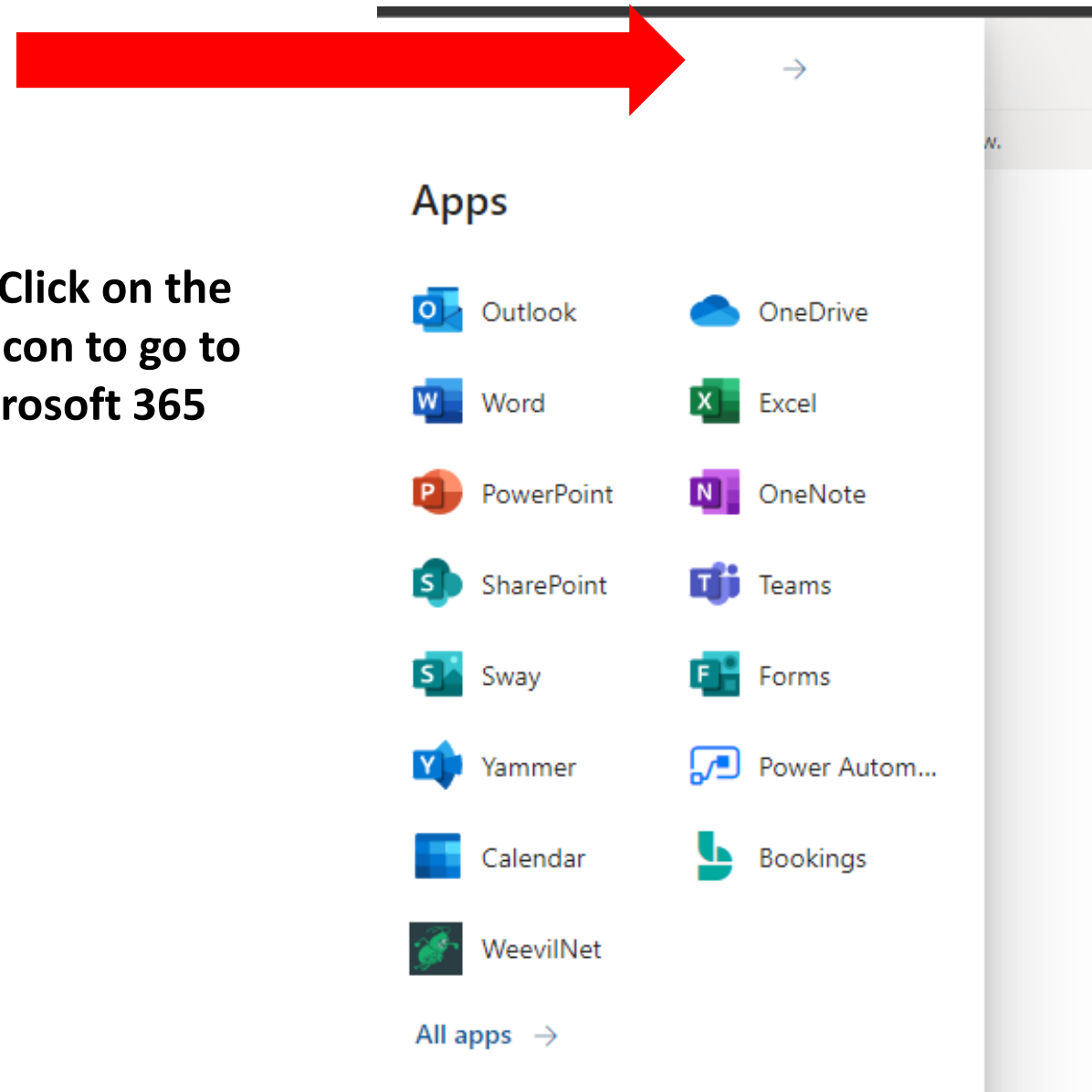
UAM Forms

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.



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




Microsoft 365

The Office app is becoming the new Microsoft 365 app, your home to find, create, and share your content and ideas. [Learn more](#)

Welcome to Microsoft 365

Recommended

You recently opened this
6m ago




How To Download Office 365

You recently opened this
3h ago


First Time Student
Freshman students are those who have not previously enrolled in a regionally accredited college or university, or who have only enrolled in college courses prior to high school graduation.

APPLICATION DEADLINES
Spring -
Summer I -




First Time Student

You edited this
Fri at 2:23 PM



Johnny Doe
Sophomore
General Studies - BIS
Non-Athlete
Non-International




LDA

You recently opened this
31m ago

The University of Arkansas at Monticello
Office of Information Technology
Learning Management System (LMS) Policy

I. Purpose
The University of Arkansas at Monticello recognizes the importance of a consistent and stable learning management system in the facilitation and















Blackboard Learning Management System (LMS) Pol...

Quick access

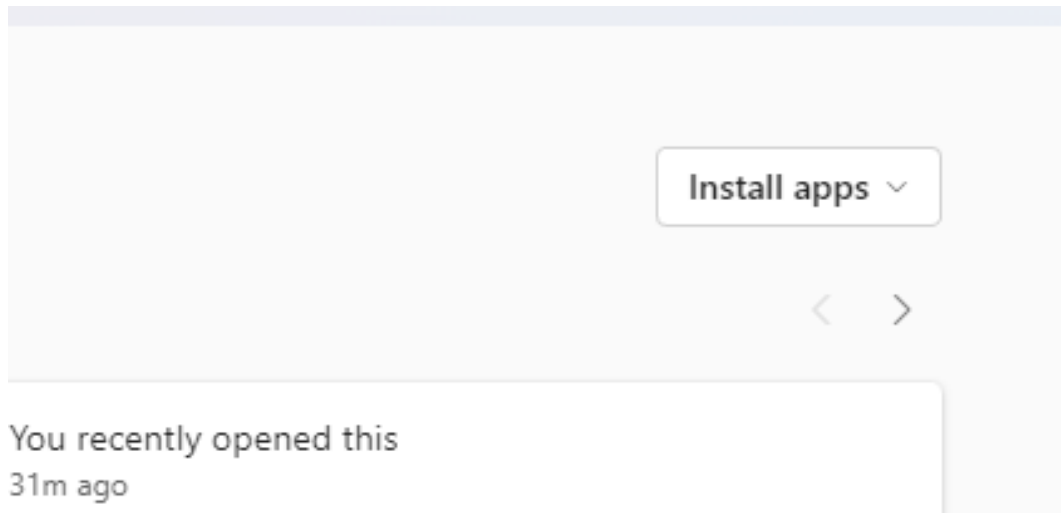
All | Recently opened | Shared | Favorites | +

Upload | [Menu] [Grid]

 How To Download Office 365	5m ago	 You recently opened this
 How to Check Mid-Term Grades in WeevilNet	6m ago	 You recently opened this
 How To Access WeevilNet	7m ago	 You edited this
 First Time Student	8m ago	 You recently opened this
 Blackboard Learning Management System (LMS) Policy	31m ago	 You recently opened this
 [Unreadable]	3h ago	 You recently opened this

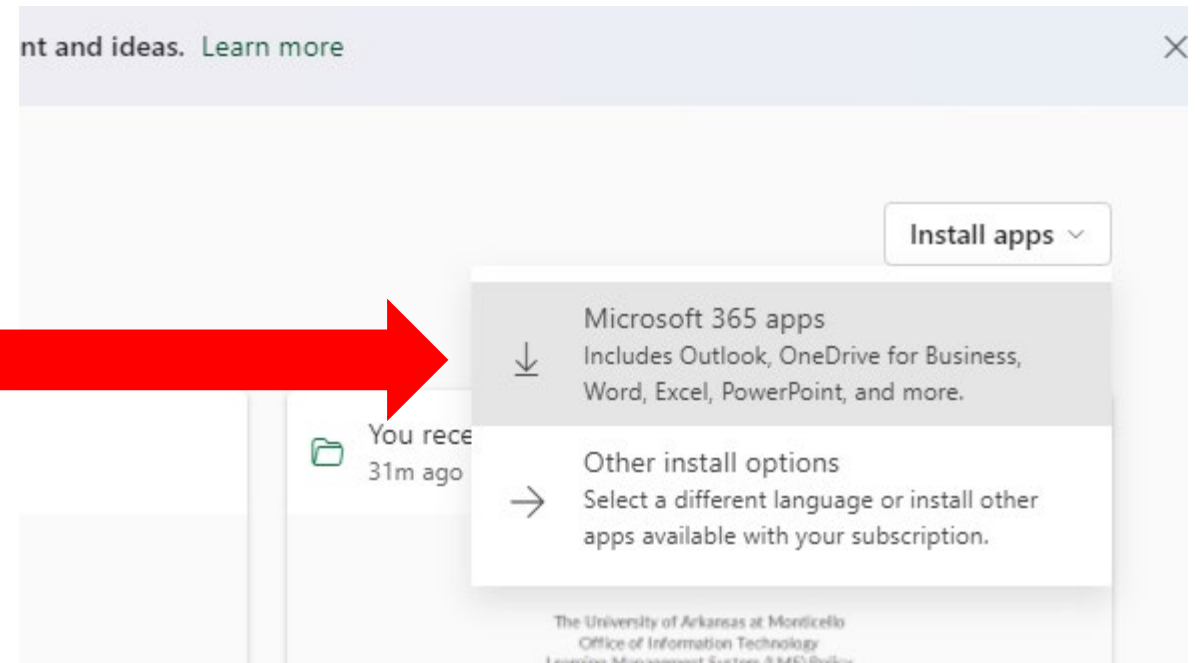
Waiting for browser.pipe.aria.microsoft.com...

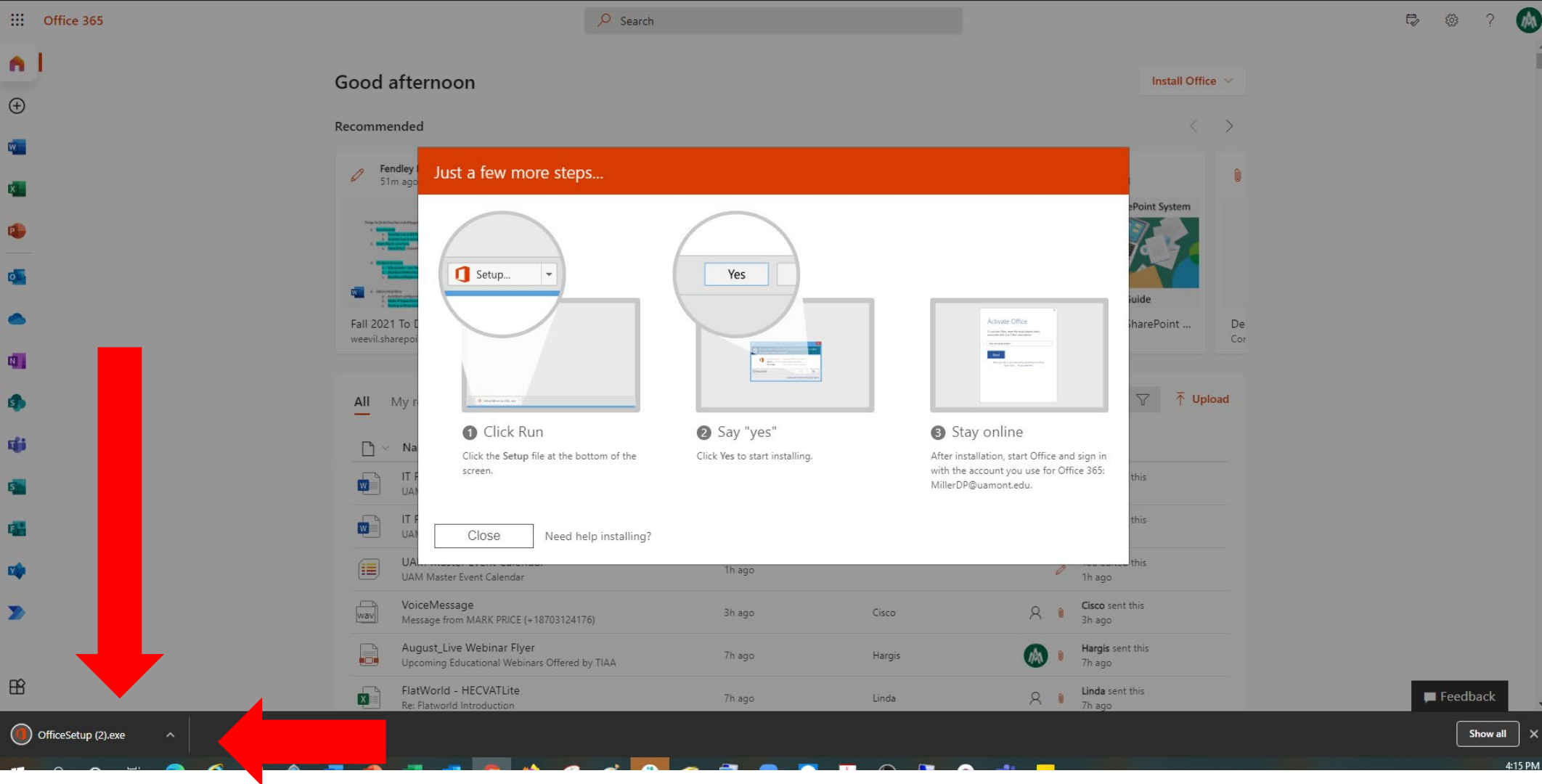
Step 11: You will be brought to a new screen for Microsoft.



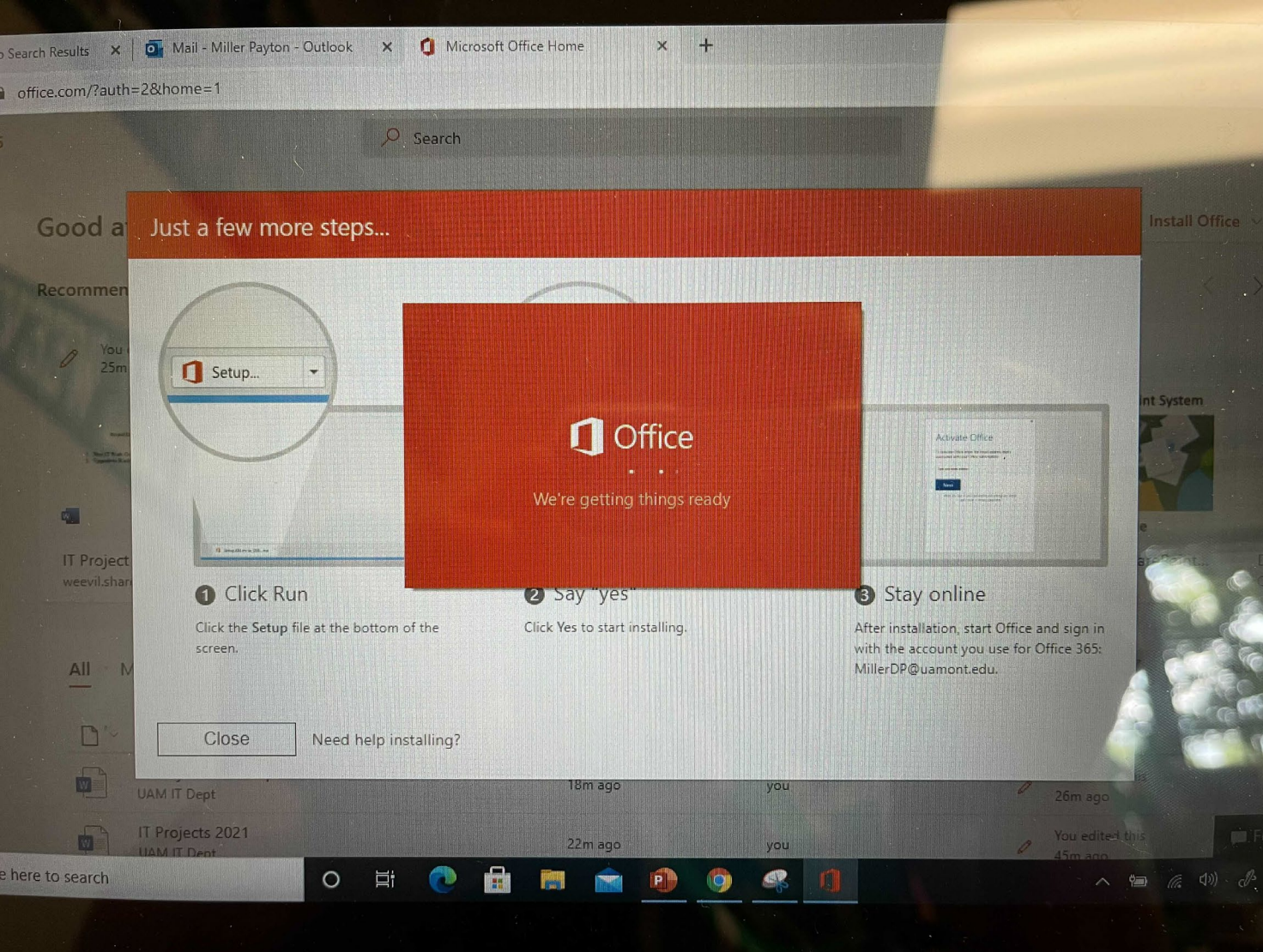
Step 12: In the top right-hand part of the screen, you should see a button titled Install Apps. Click on this drop-down menu to open new menu.

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

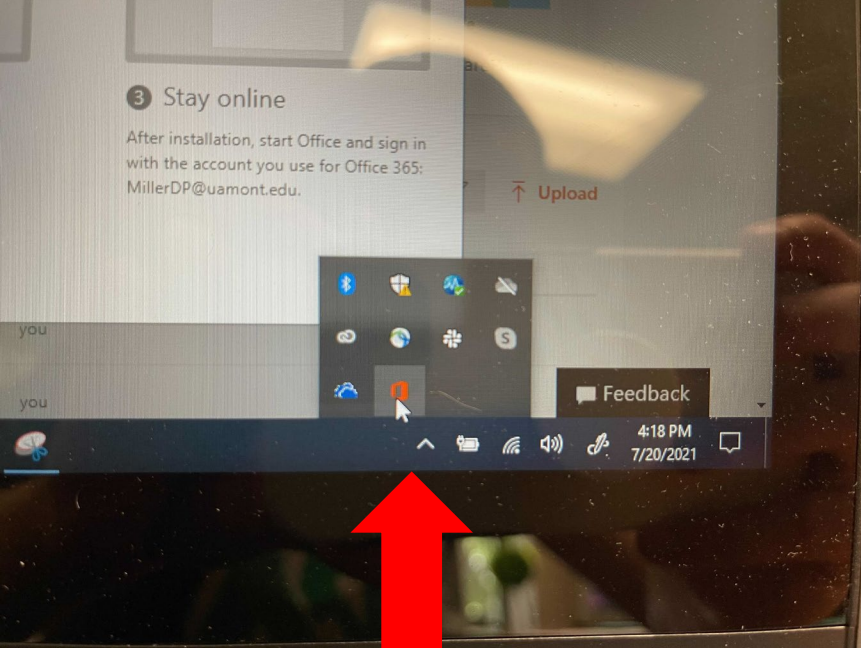




Step 14: The install for Office 365 will begin. NOTE: depending on your browser this will look different. Here is what it looks like in Google Chrome. The packaged downloaded at the bottom. Double click on the install package to begin running the install.

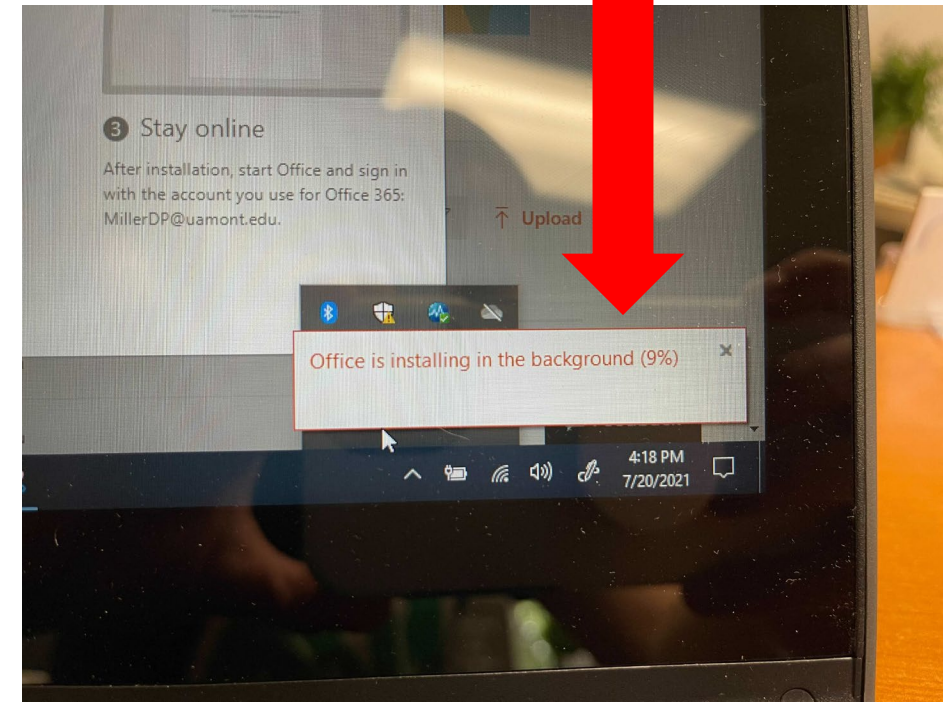


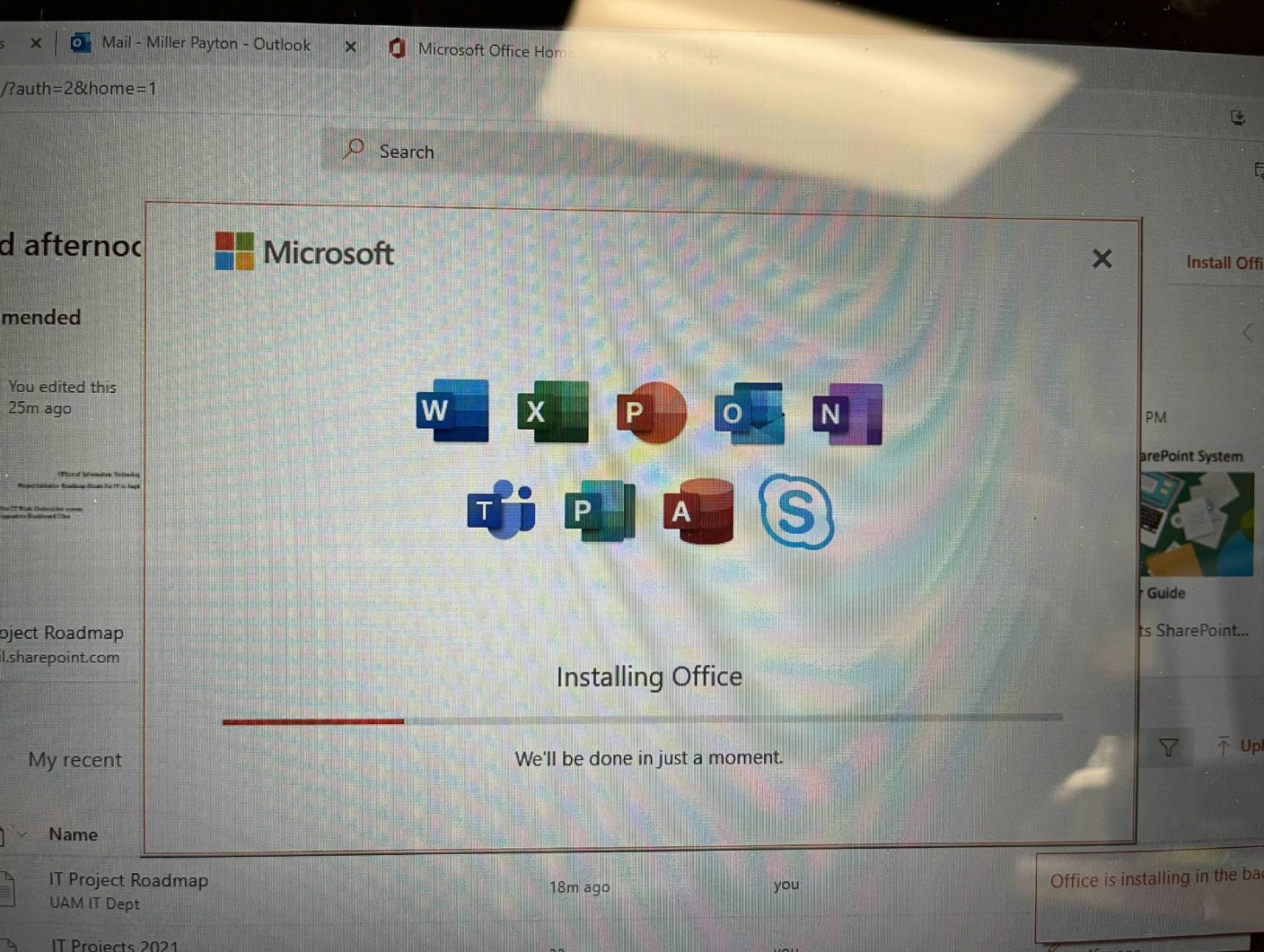
Step 15: The installation will begin downloading to your computer and you should see a screen that looks like the one above.



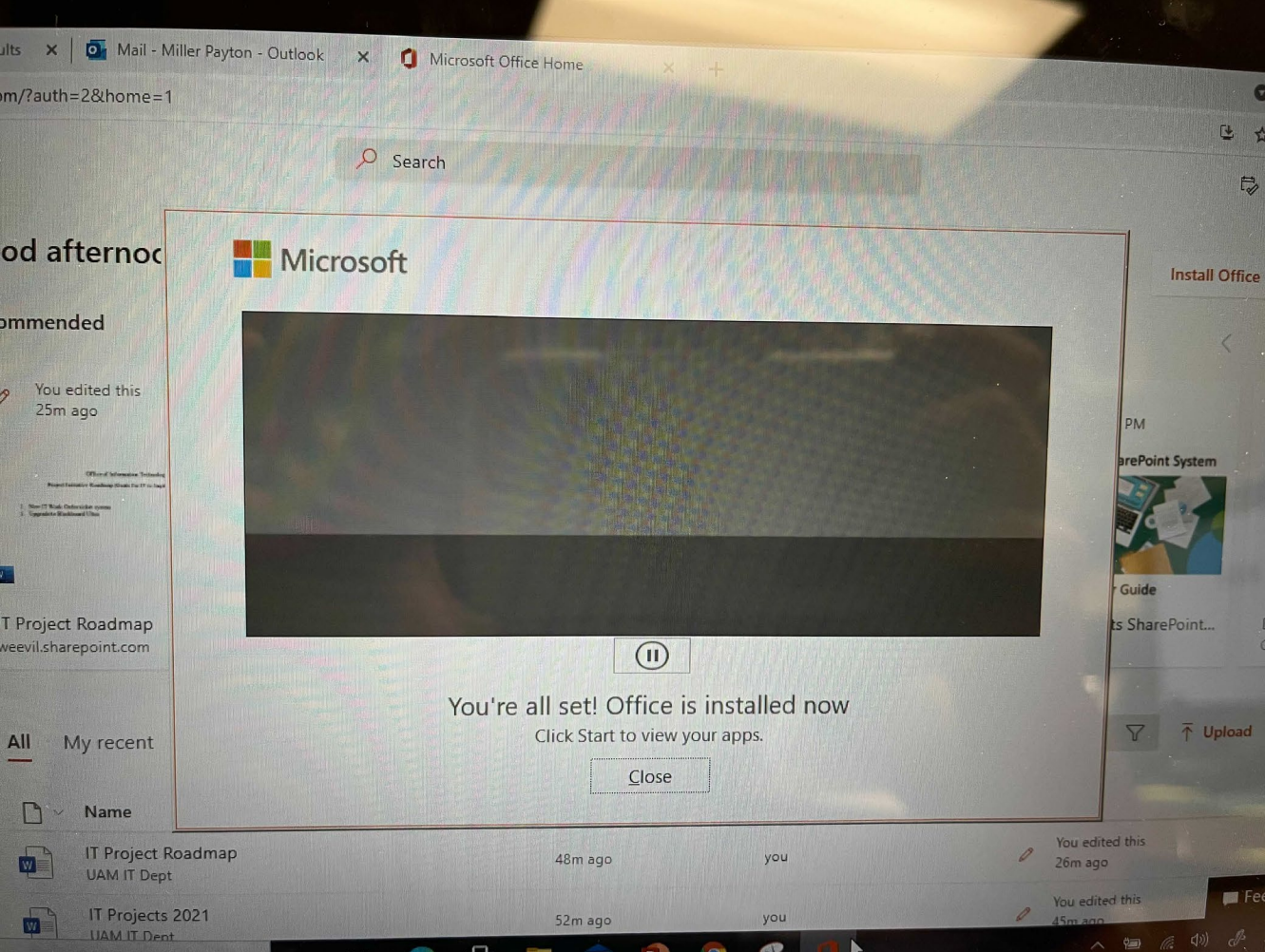
Step 16: You can also check the download status by clicking on the Hidden Icons menu and select the Office 365 icon

Step 17: This will show you a progress bar for the download

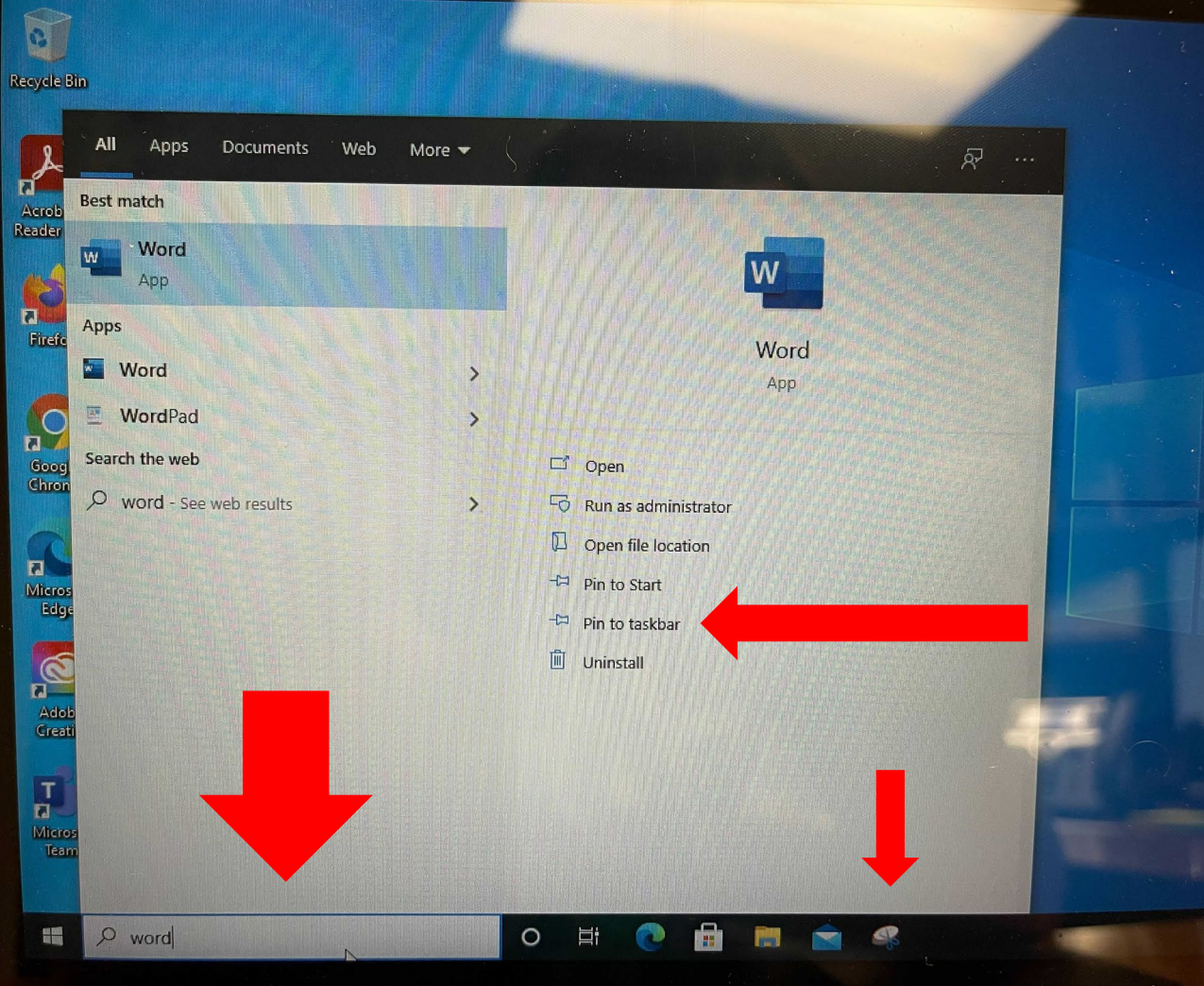




Step 18: You will now see an Installing Office menu on your screen like the one shown above.

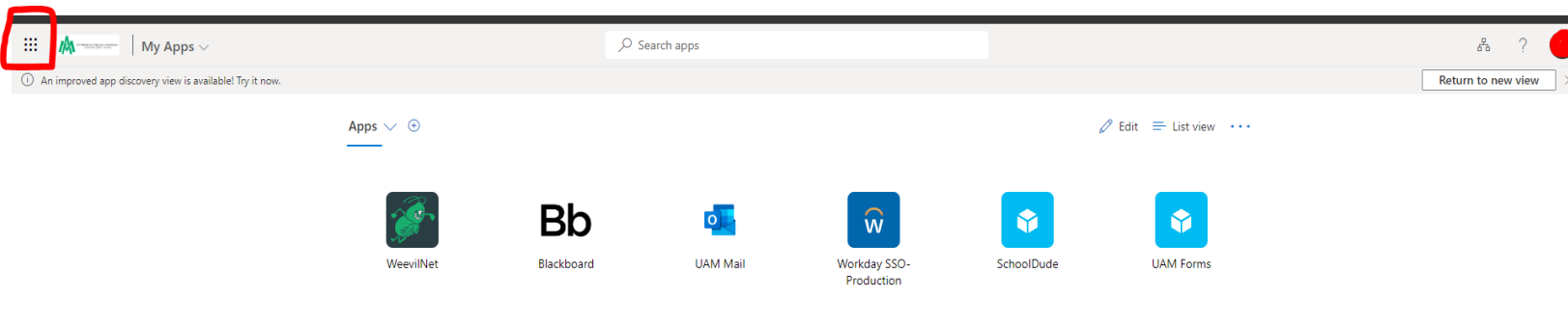


Step 19: Once finished you will see a message that says Office is now installed. Click the Close icon.



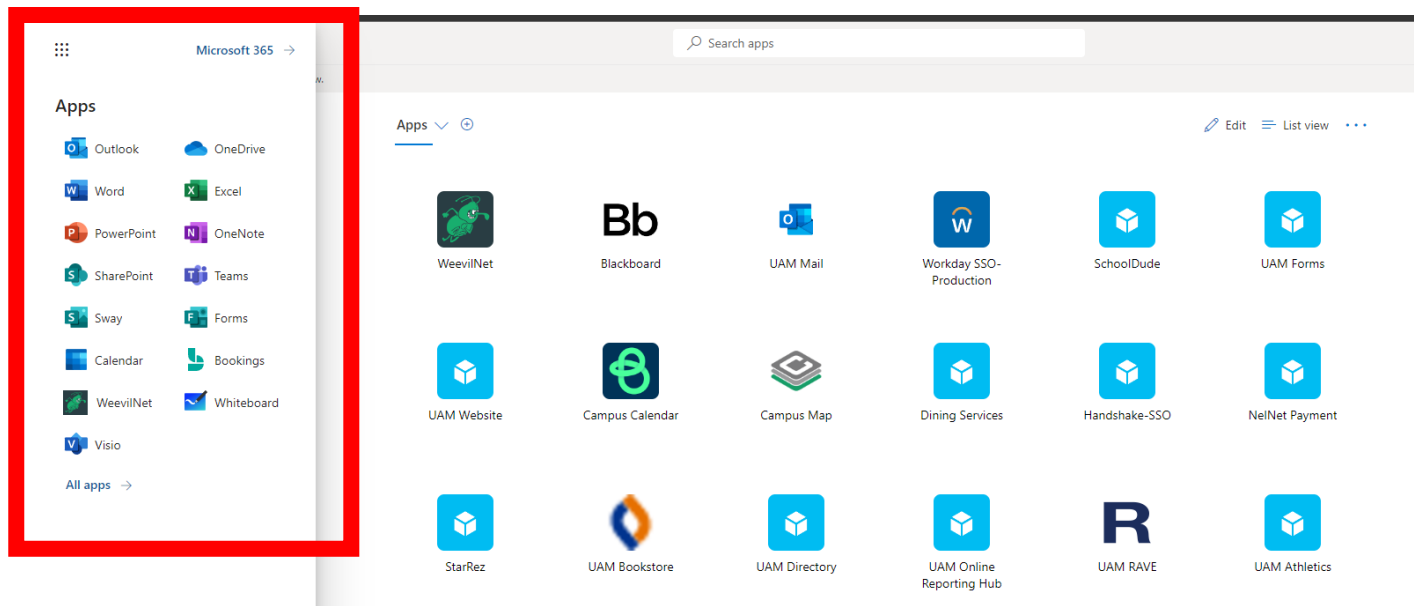
Step 20: to find your new Microsoft products, type in the Search bar a key word to find the application. For example: Word = Microsoft Word, Power = Microsoft PowerPoint, Exc = Microsoft Excell, etc...

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.



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.



Office 365 For 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

For example, click on the Word application. Click on Blank Document to start working.

The screenshot displays the Microsoft Word application interface. At the top, there is a green header bar with the word 'Word' on the left, a search bar in the center, and icons for help, settings, and a user profile on the right. Below the header is a 'Create new' section, which is highlighted with a red rectangular box. This section contains a grid of document templates, including 'Blank document', 'General notes', 'APA style paper', 'MLA style paper', 'Open house flyer', 'Bold monogram res...', 'Birds on a branch ye...', 'Report', and 'Modern chronologic...'. Below the 'Create new' section is a 'Recommended' section, which displays a grid of document thumbnails. The first four thumbnails are titled 'How To Check Your UAM E-Mail', 'How To Do A Housing Application', 'Directions to Finalize NelNet Payment Plan and Direct De...', and 'IT Work Order Instructions'. Below the 'Recommended' section is a navigation bar with buttons for 'All', 'Recently opened', 'Shared', and 'Favorites'. To the right of these buttons are search filters, including 'Filter by keyword', 'Filter', and 'Upload'. At the bottom of the interface is a table listing recent documents. The table has four columns: 'Name', 'Modified', 'Owner', and 'Activity'. The first three rows of the table are highlighted with red boxes. The first row is 'How To Reset Your UAM Password', the second is 'How To Check Your UAM Email', and the third is 'How To Do A Housing Application'. The 'Owner' column for these rows contains redacted names. The 'Activity' column shows 'You recently opened this', 'You edited this', and 'You edited this' respectively. A 'Feedback' button is located in the bottom right corner of the interface.

Word

Search

Home

Create

My Content

Apps

Outlook

Teams

Word

Excel

PowerPoint

OneNote

Forms

Create new

Blank document

General notes

APA style paper

MLA style paper

Open house flyer

Bold monogram res...

Birds on a branch ye...

Report

Modern chronologic...

See more templates →

Recommended

You edited this 38m ago

You edited this 54m ago

You edited this 56m ago

You edited this 52m ago

How To Check Your UAM E-Mail

How To Do A Housing Application

Directions to Finalize NelNet Payment Plan and Direct De...

IT Work Order Instructions

All

Recently opened

Shared

Favorites

Filter by keyword

Filter

Upload

Name	Modified	Owner	Activity
How To Reset Your UAM Password	11m ago	[Redacted]	You recently opened this
How To Check Your UAM Email	36m ago	[Redacted]	You edited this
How To Do A Housing Application	49m ago	[Redacted]	You edited this

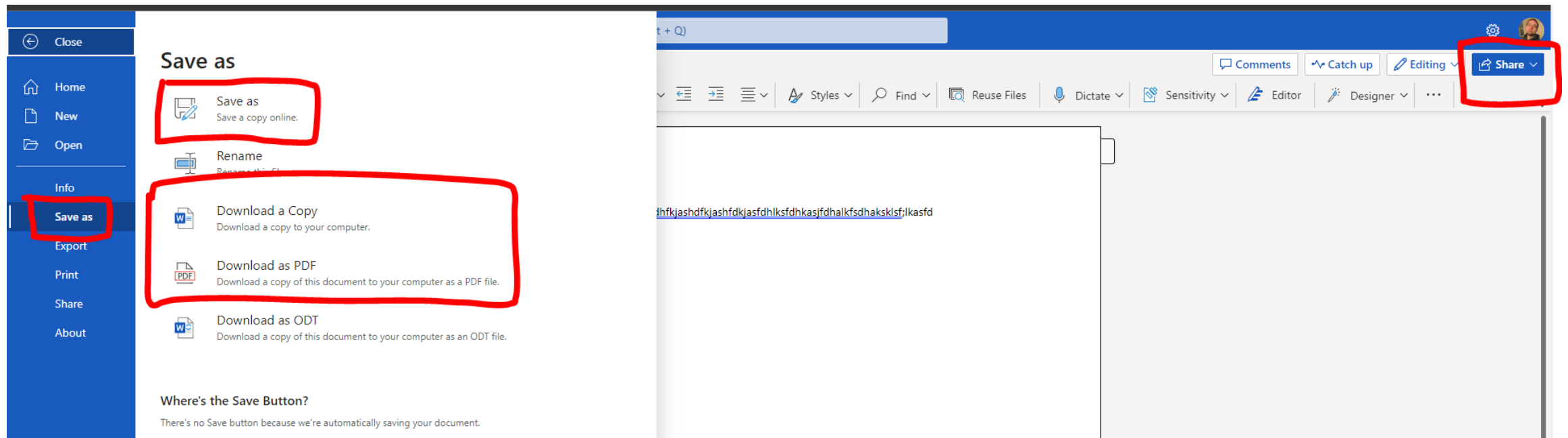
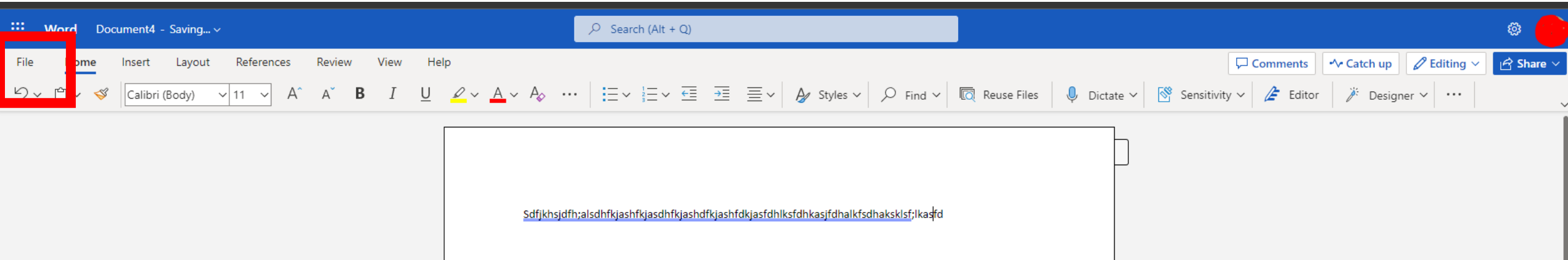
Feedback

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.

The screenshot displays the Microsoft Office 365 interface. At the top, there are navigation tabs for 'My Apps', 'Word | Microsoft 365', and 'University of Arkansas at Montic...'. Below the navigation bar, there are several tiles for 'How To Check Your UAM Email', 'How To Do A Housing Application', 'Directions to Finalize NelNet Payment Plan and Direct De...', and 'IT Work Order Instructions'. The main content area shows a list of files with columns for 'Name', 'Modified', 'Owner', and 'Activity'. A context menu is open over the first file, 'Document4', showing options like 'Open', 'Share', 'Add to', 'Favorite', 'Hide', 'Download', and 'Convert to PDF'. A red box highlights the 'Filter' and 'Upload' buttons in the top right corner of the file list area. The bottom of the screen shows the Windows taskbar with the search bar and system tray.

Name	Modified	Owner	Activity
Document4	Just now		You recently opened this
			You edited this
			You edited this
			You edited this
			You edited this
	1h ago		You frequently open this
	1h ago		You recently opened this
	Yesterday at 6:45 PM		You recently opened this
	Yesterday at 6:45 PM		You recently opened this
	Yesterday at 6:45 PM		You recently opened this
	Yesterday at 6:45 PM		You edited this

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