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.

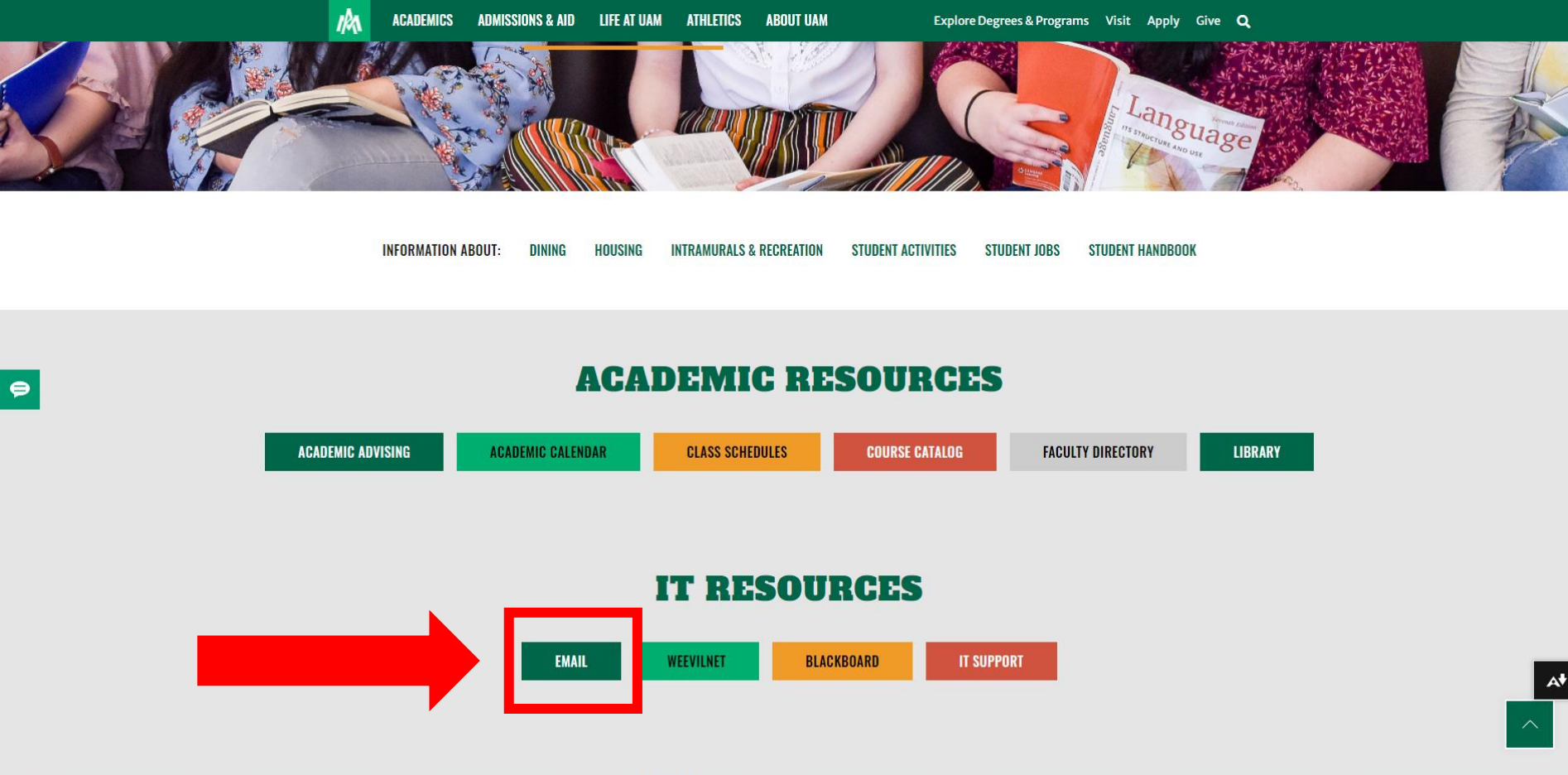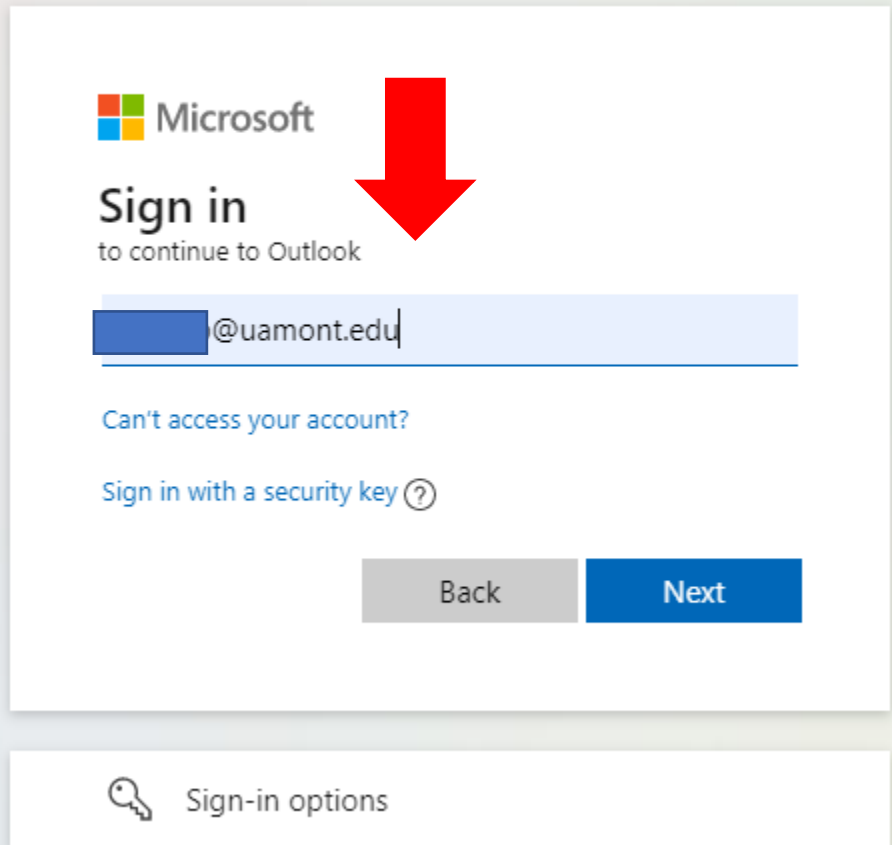All UAM students have the option to load Microsoft software on **5 personal machines** for school-related activities.

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

Step 2: Under INFORMATION FOR: Click on the word STUDENTS

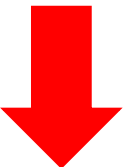INFORMATION ABOUT: DINING   HOUSING   INTRAMURALS & RECREATION   STUDENT ACTIVITIES   STUDENT JOBS   STUDENT HANDBOOK

ACADEMIC RESOURCES

ACADEMIC ADVISING   ACADEMIC CALENDAR   CLASS SCHEDULES   COURSE CATALOG   FACULTY DIRECTORY   LIBRARY

IT RESOURCES

EMAIL   WEEVILNET   BLACKBOARD   IT SUPPORT

Step 3: Under the IT Resources area click on the dark green EMAIL button to login to your UAM E-Mail
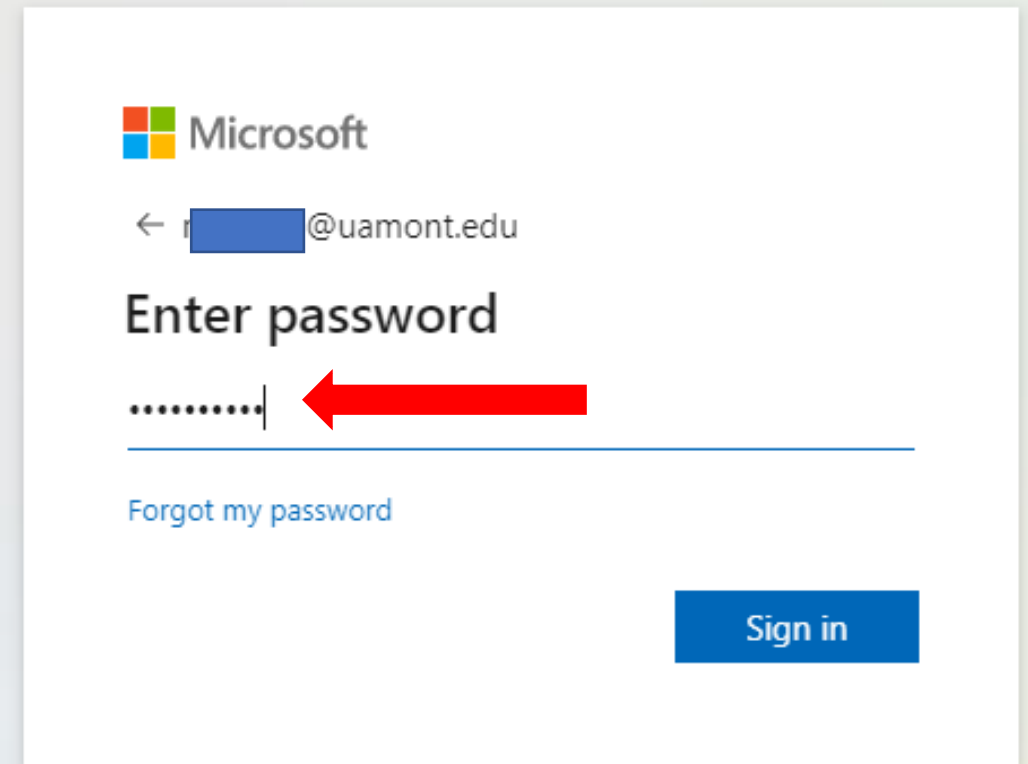
Step 4: Enter your UAM E-Mail address. For example: abc123456@uamont.edu. Click next

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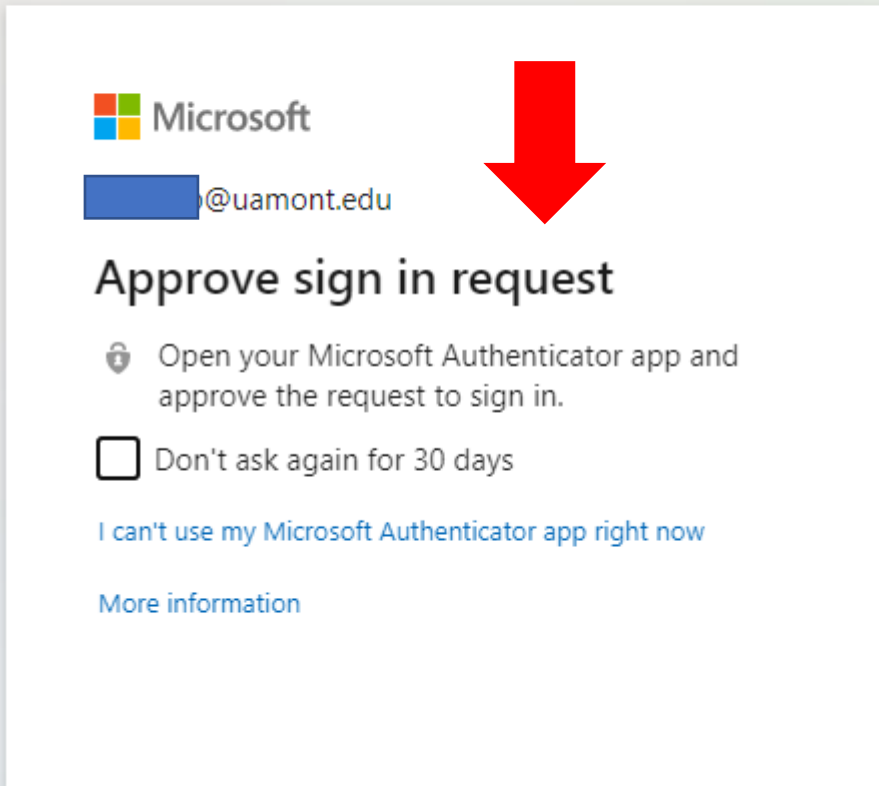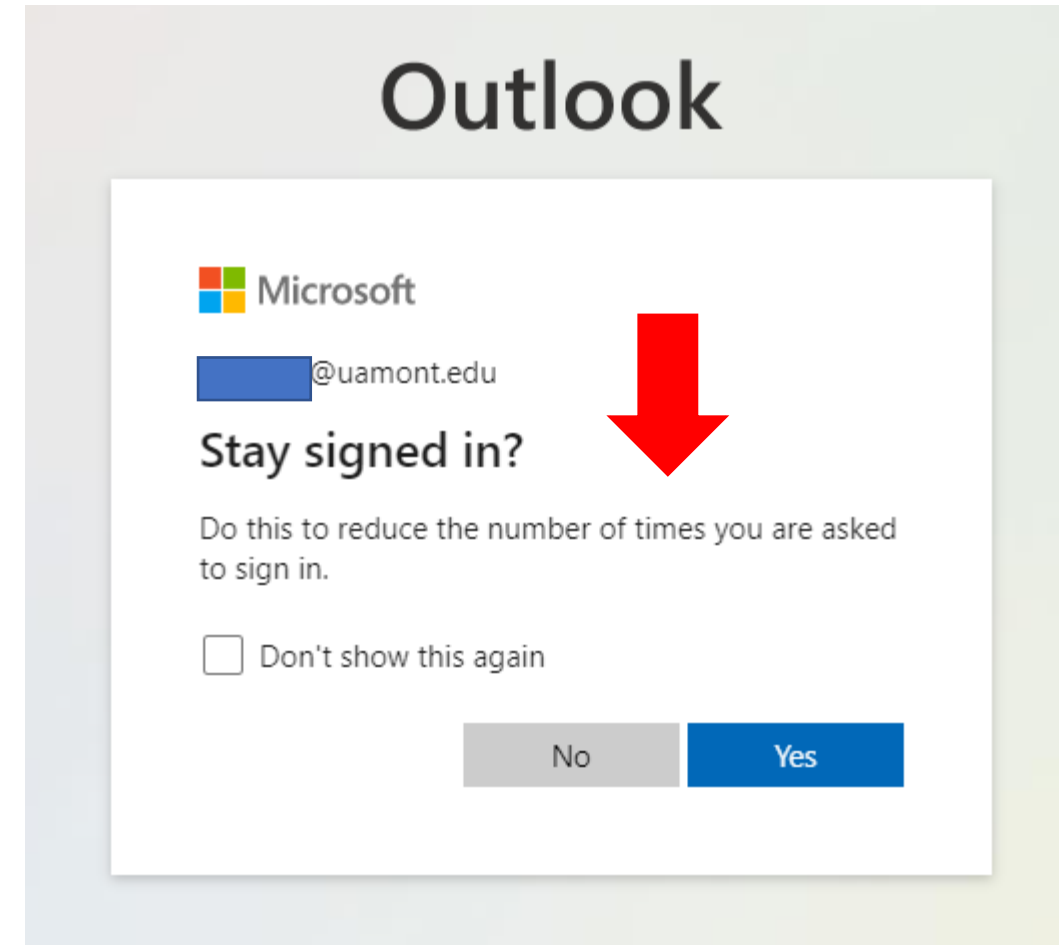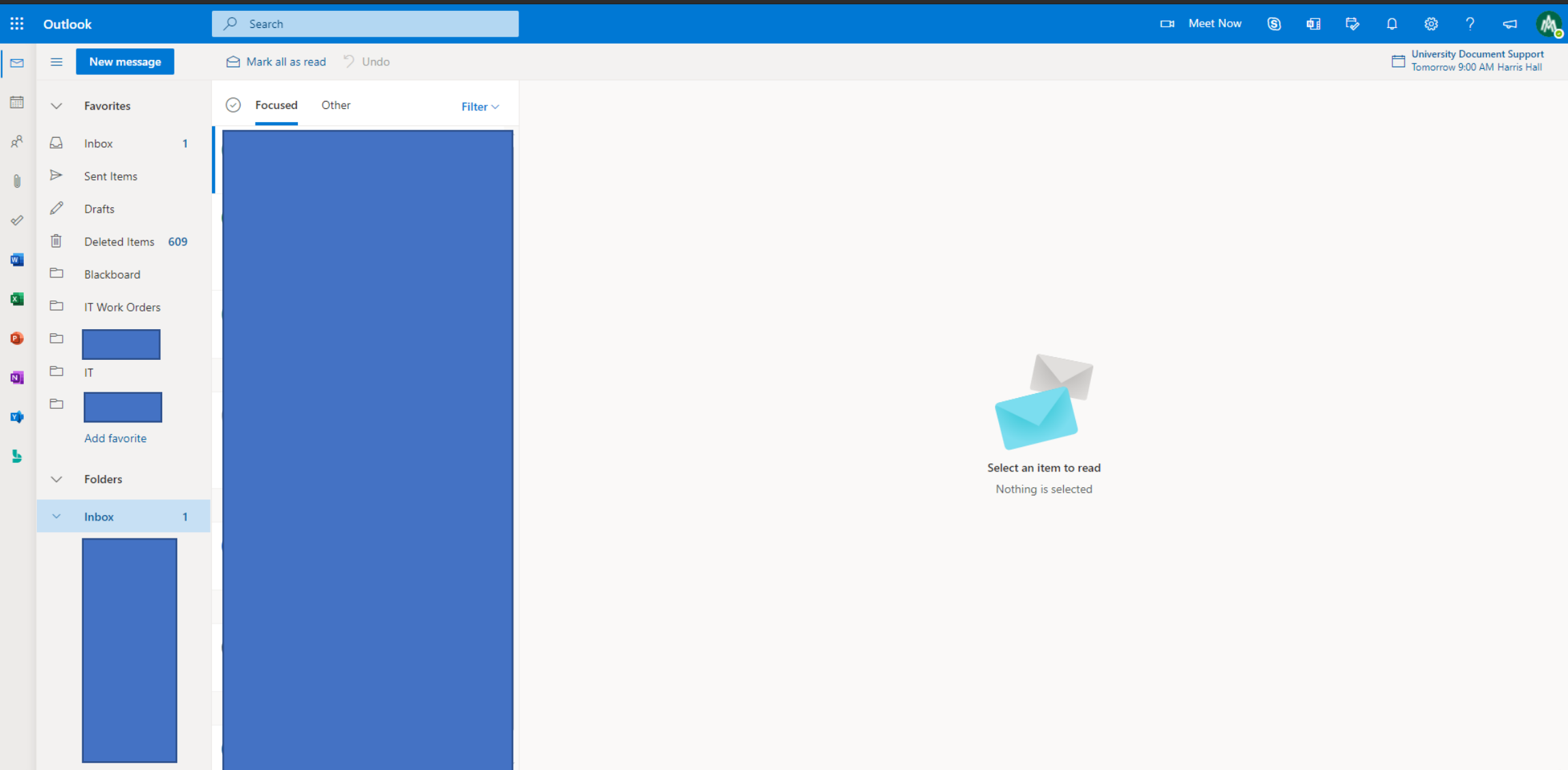
Step 6: You will be prompted to verify your identity with Multifactor Authentication (MFA).

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.
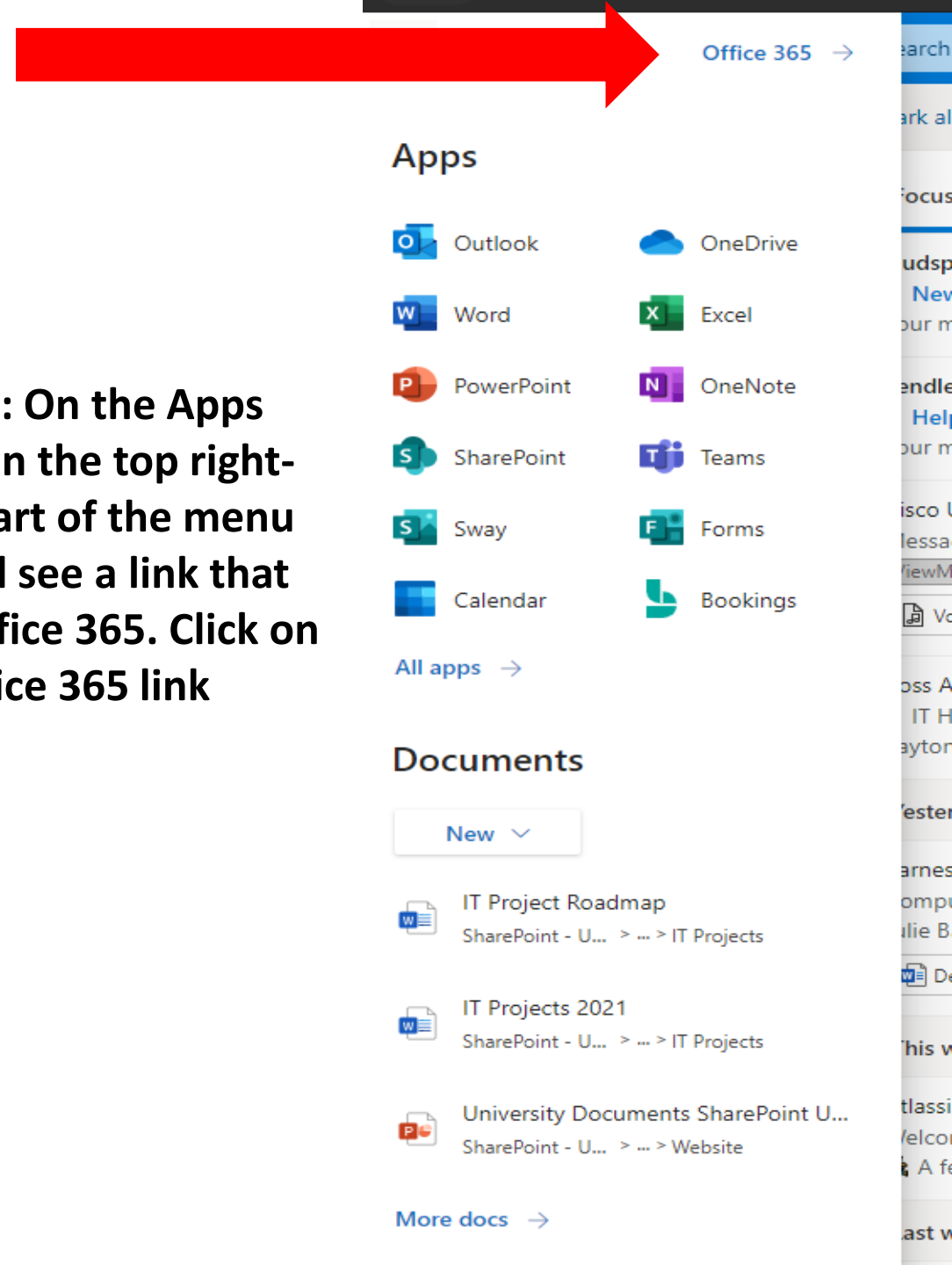
Step 8: You should now be successfully logged into you UAM E-Mail account.

Step 9: In the top left part of the screen, you should see 9 white dots in the blue bar next to the word Outlook. Click on the 9 white dots to open a new menu.
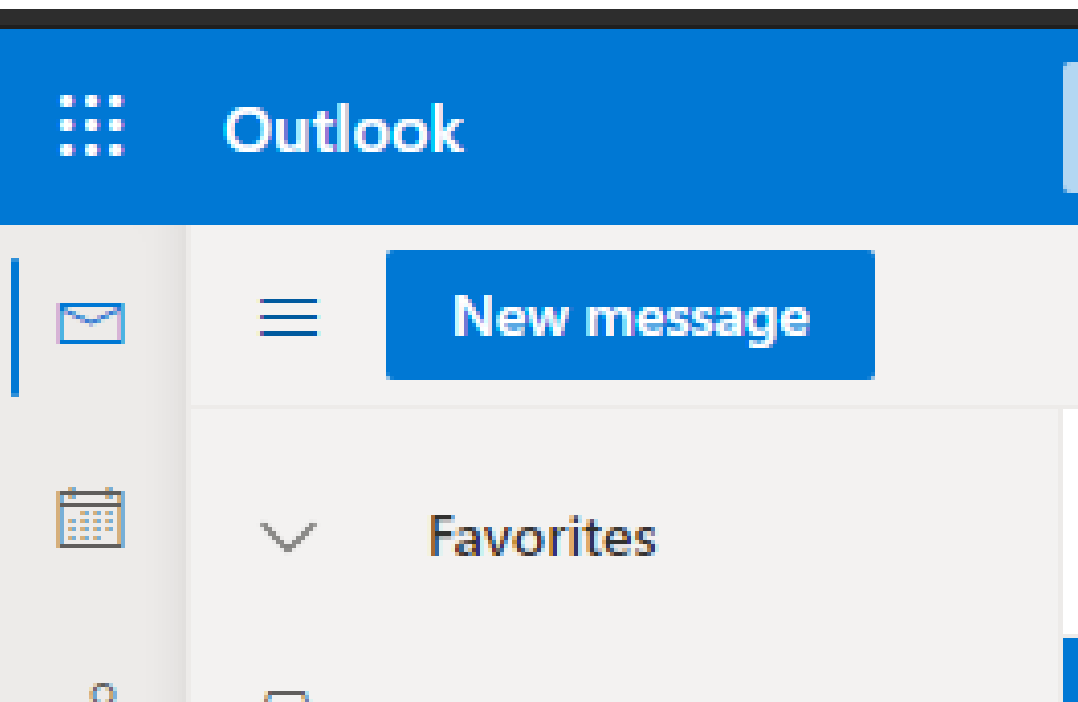
Step 10: On the Apps menu, in the top right-hand part of the menu you will see a link that says Office 365. Click on the Office 365 link

Office 365 →

Apps

Outlook   OneDrive

Word   Excel

PowerPoint   OneNote

SharePoint   Teams

Sway   Forms

Calendar   Bookings

All apps →

Documents

New ⌄

IT Project Roadmap
SharePoint - U... > ... > IT Projects

IT Projects 2021
SharePoint - U... > ... > IT Projects

University Documents SharePoint U...
SharePoint - U... > ... > Website

More docs →

⠿ Outlook

New message

☰

⌄ Favorites

Step 11: You will be brought to a new screen for Microsoft.
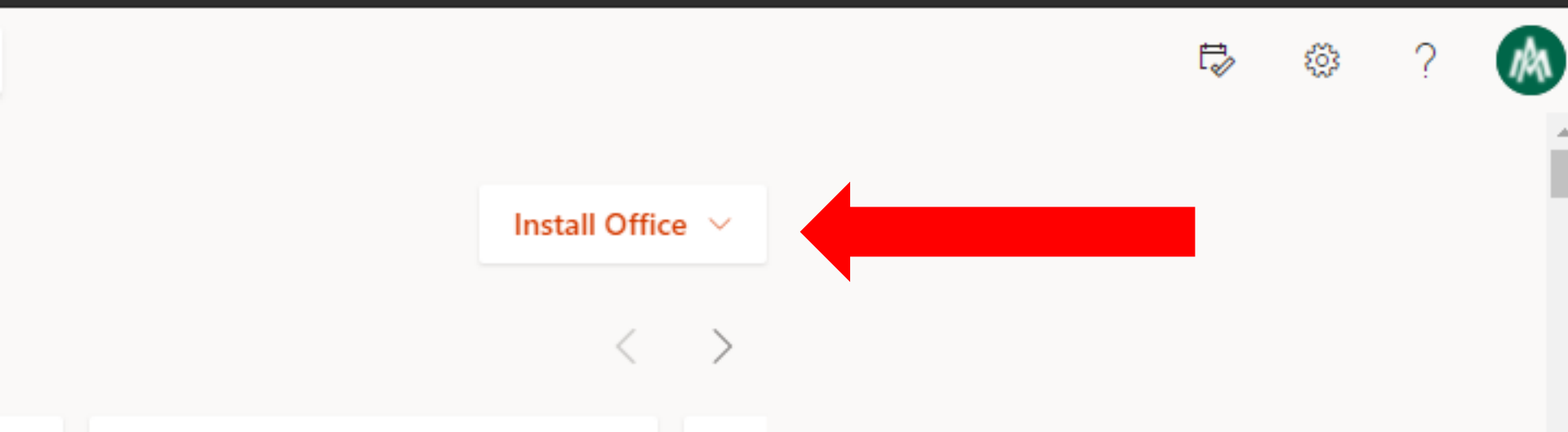
Step 12: In the top right-hand part of the screen, you should see a button titled Install Office. Click on this drop-down menu to open new menu.
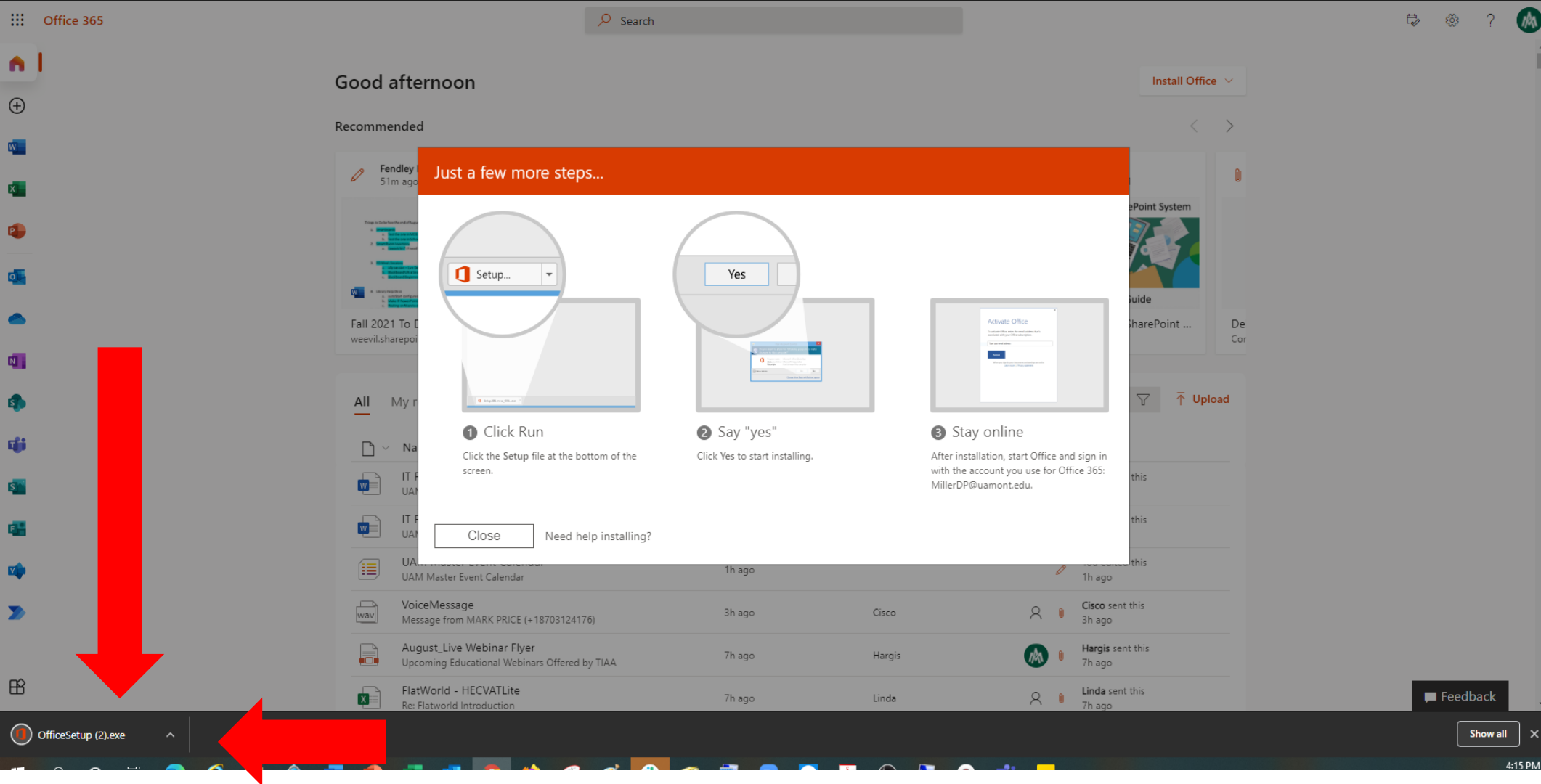
Step 13: Inside the drop-down menu, click on the option that reads Office 365 apps.

Install Office

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

Other install options
Select a different language or install other apps available with your subscription.
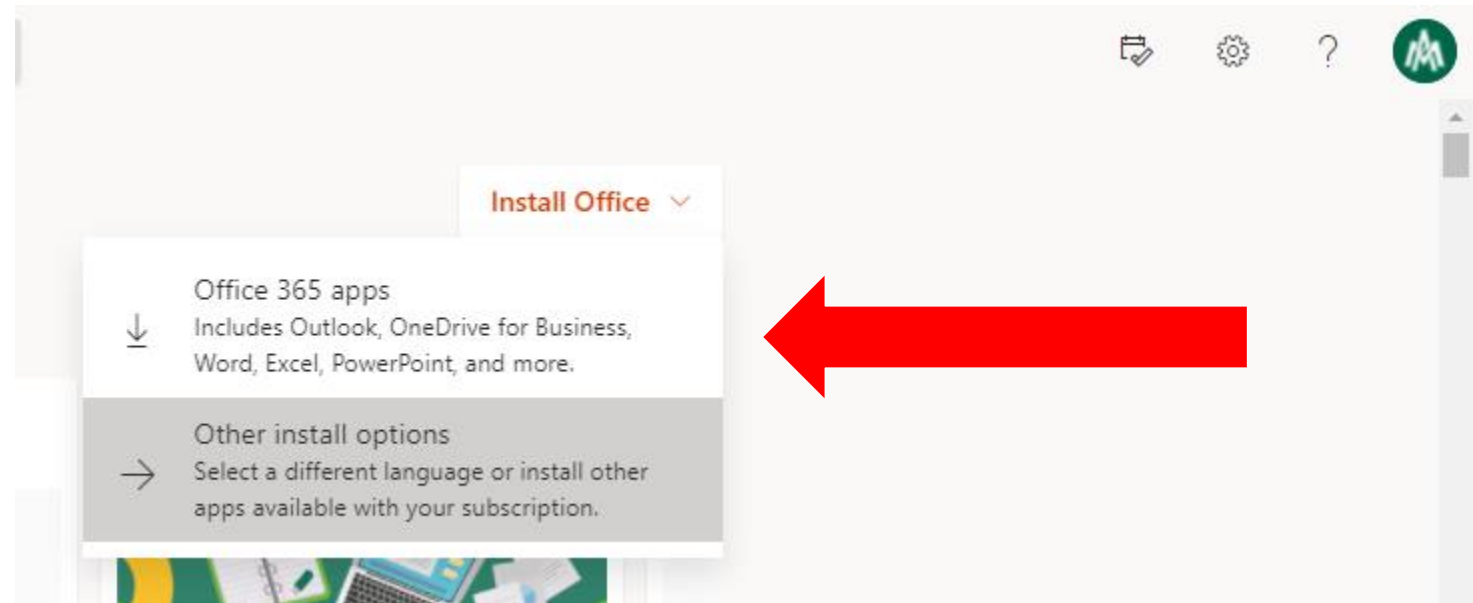
Step 14: The install for Office 365 will begin. NOTE: depending on your browser this will look different. Here is what it looks like in Google Chrome. The packaged downloaded at the bottom. Double click on the install package to begin running the install.
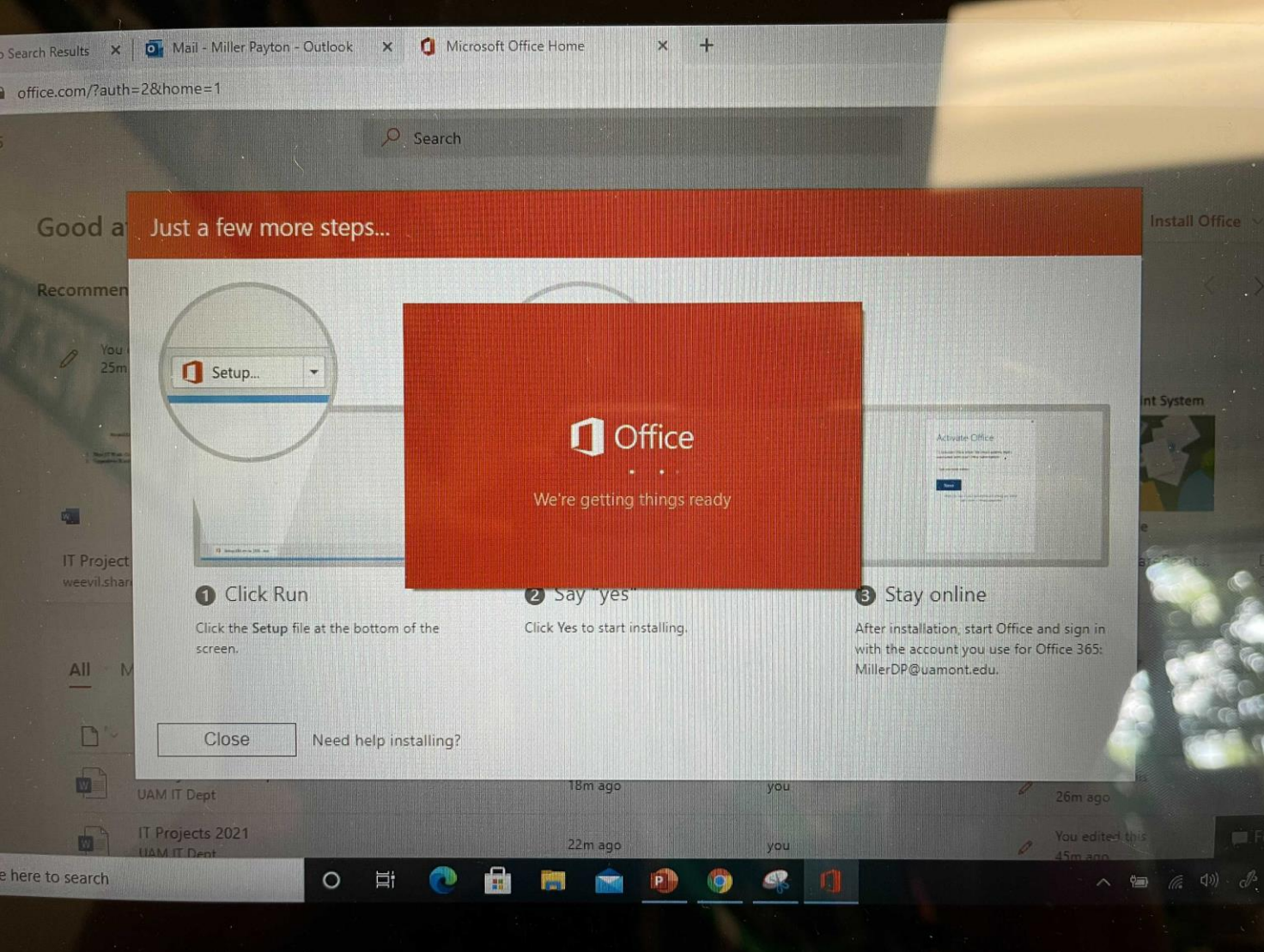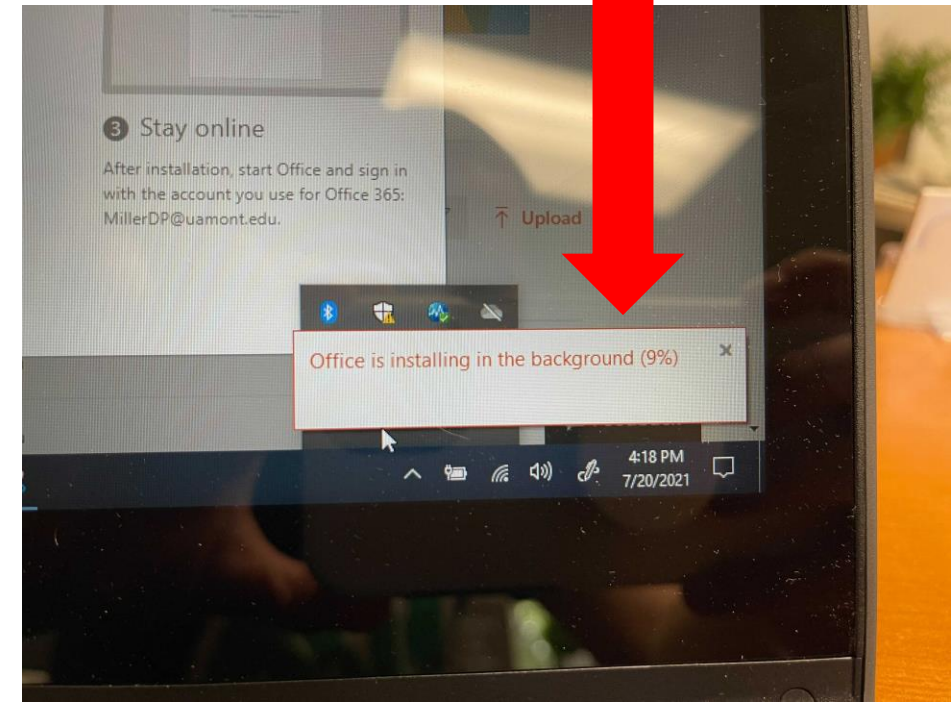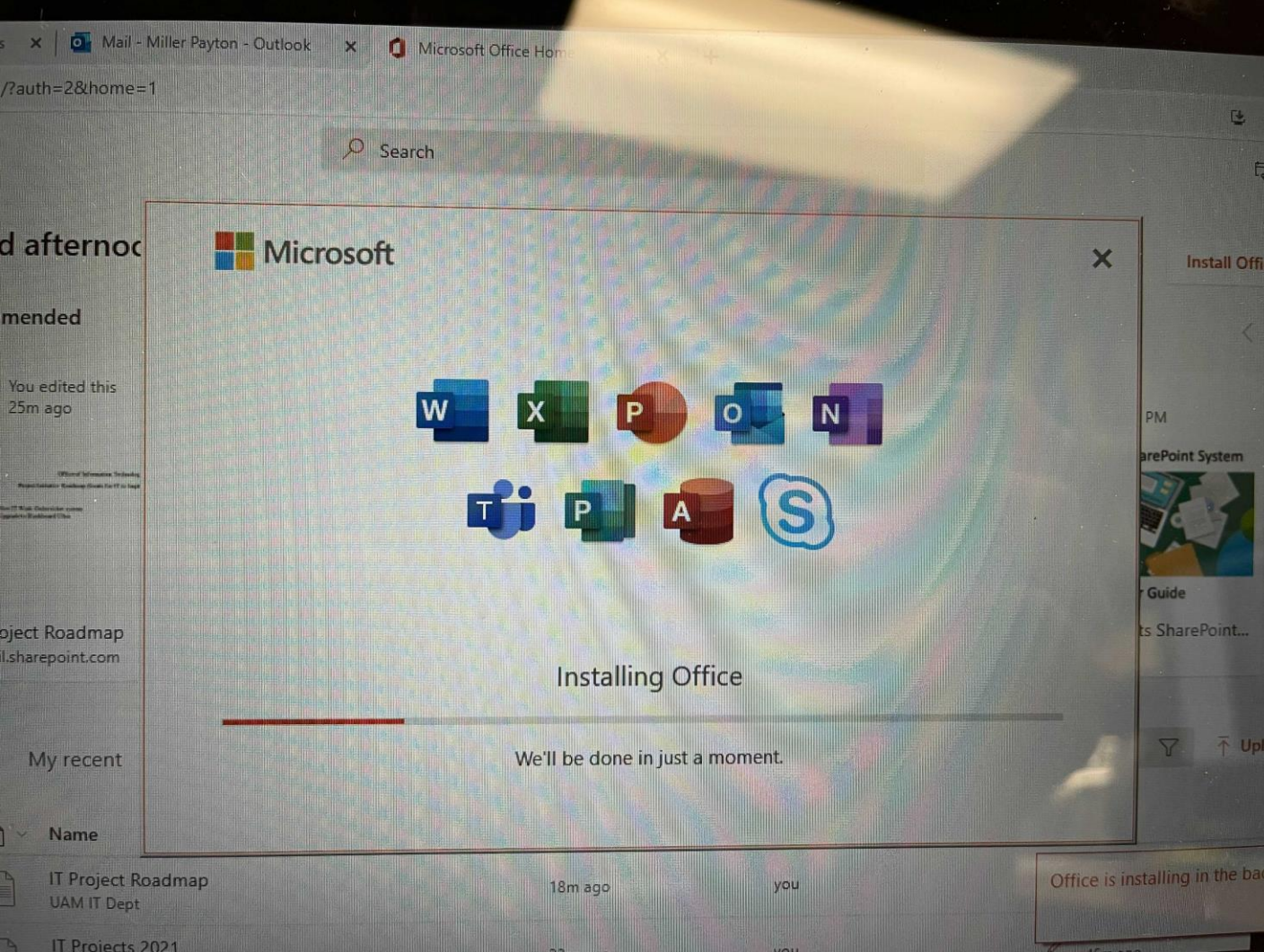
Step 15: The installation will begin downloading to your computer and you should see a screen that looks like the one above.
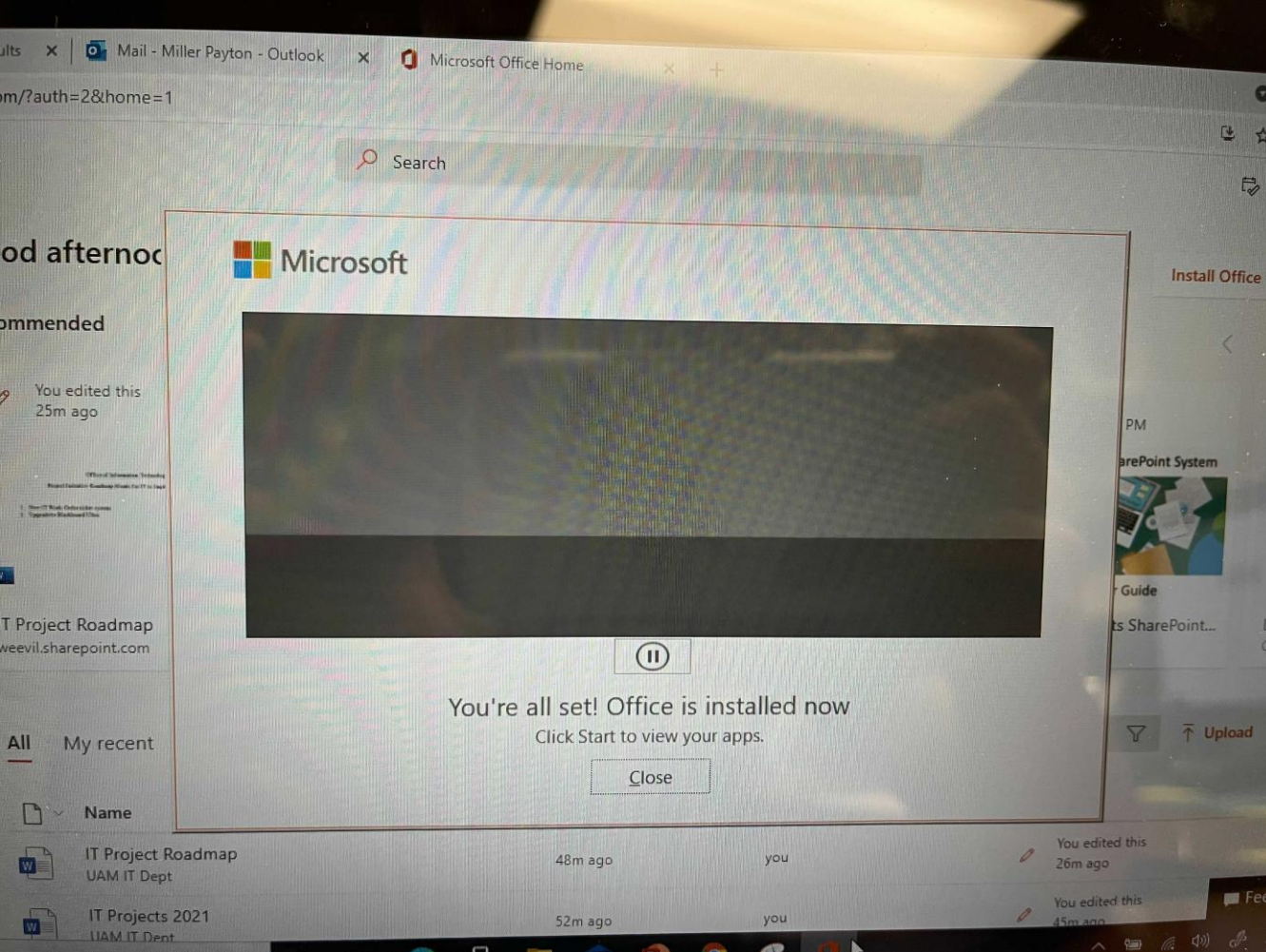
Step 17: This will show you a progress bar for the download
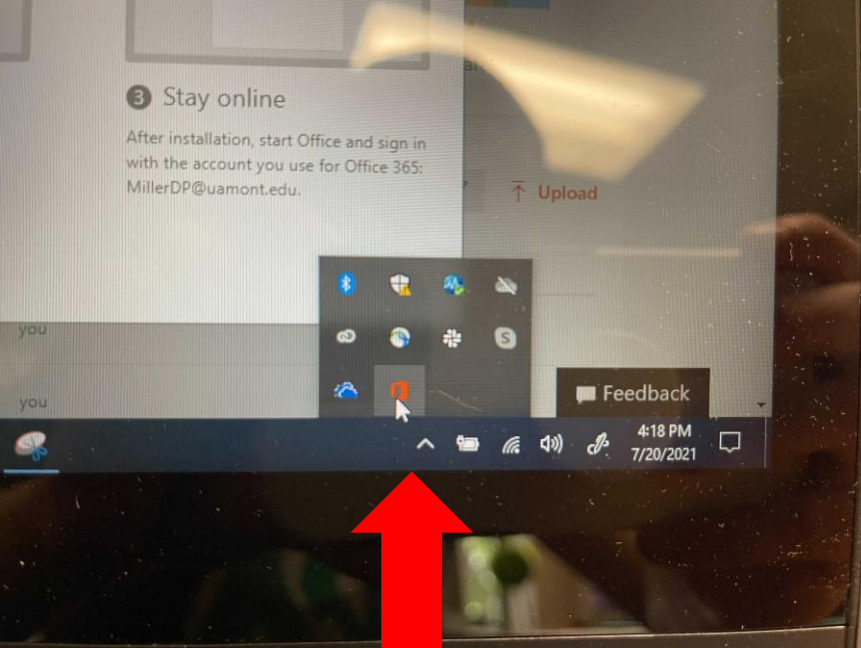
Step 16: You can also check the download status by clicking on the Hidden Icons menu and select the Office 365 icon
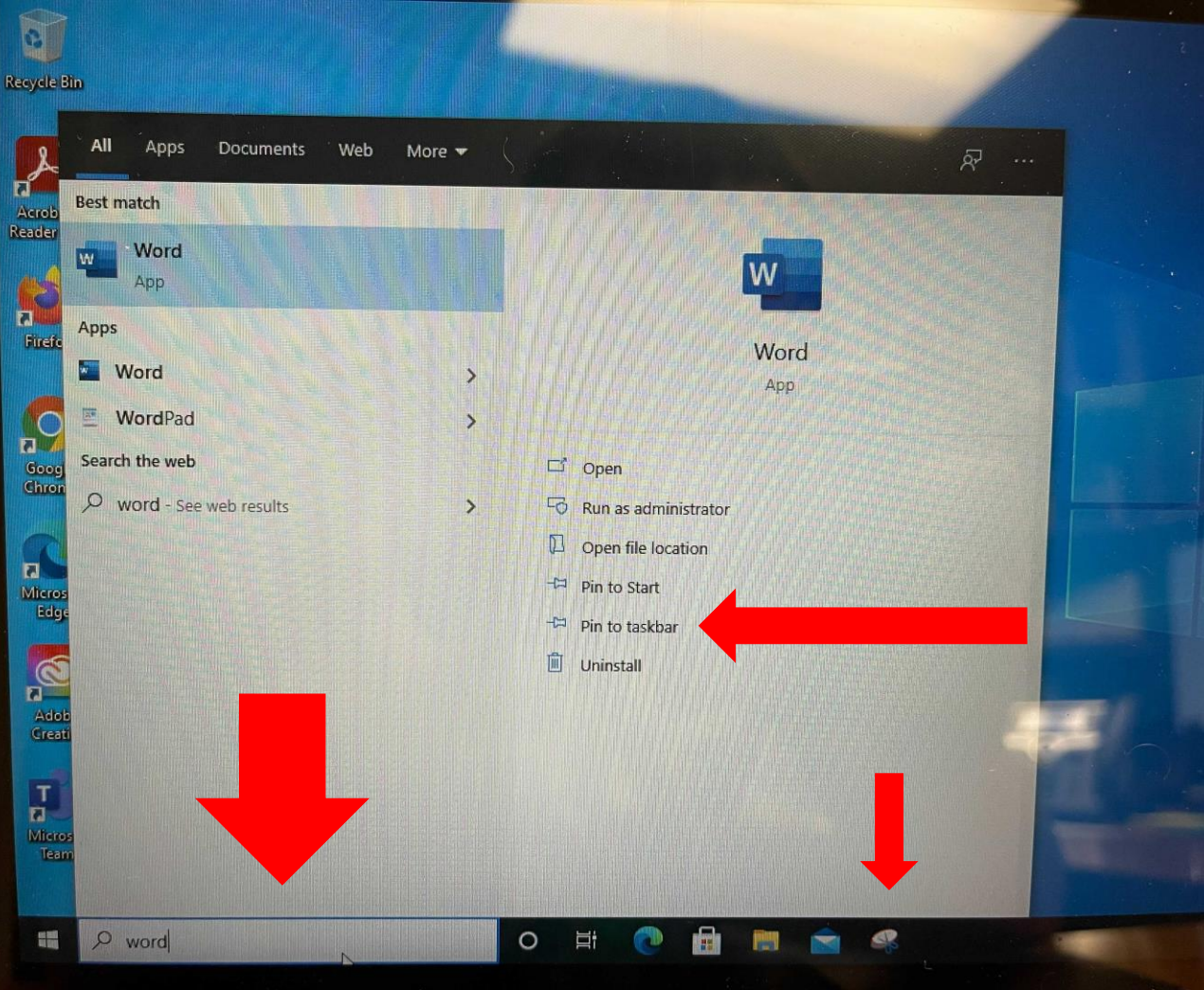
Step 18: You will now see an Installing Office menu on your screen like the one shown above.

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.

Questions? Please Contact Us:

Student Success Center 207 / 870-460-1036
UAM-ITHelp@uamont.edu