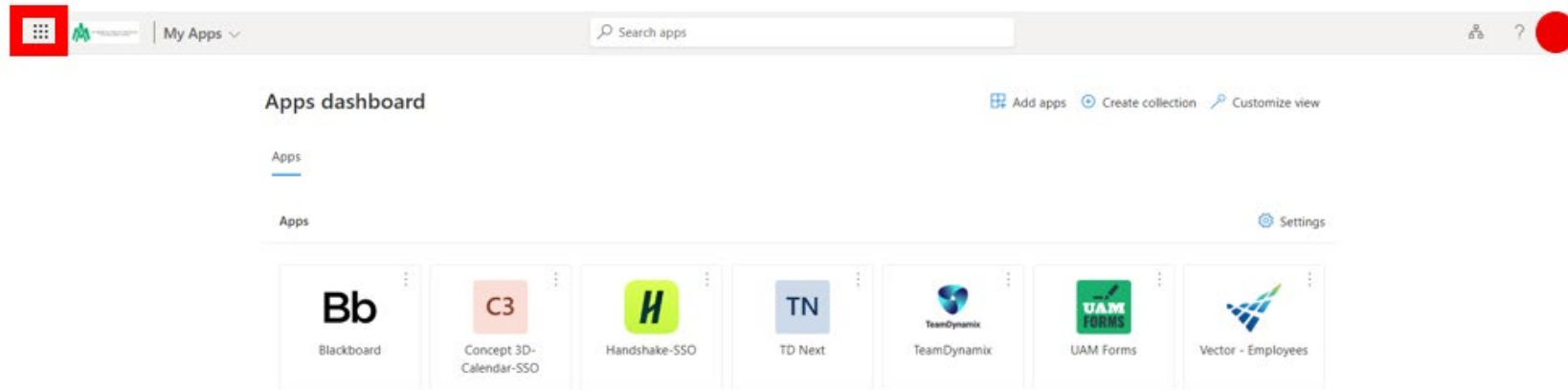


How to Download Microsoft Office 365



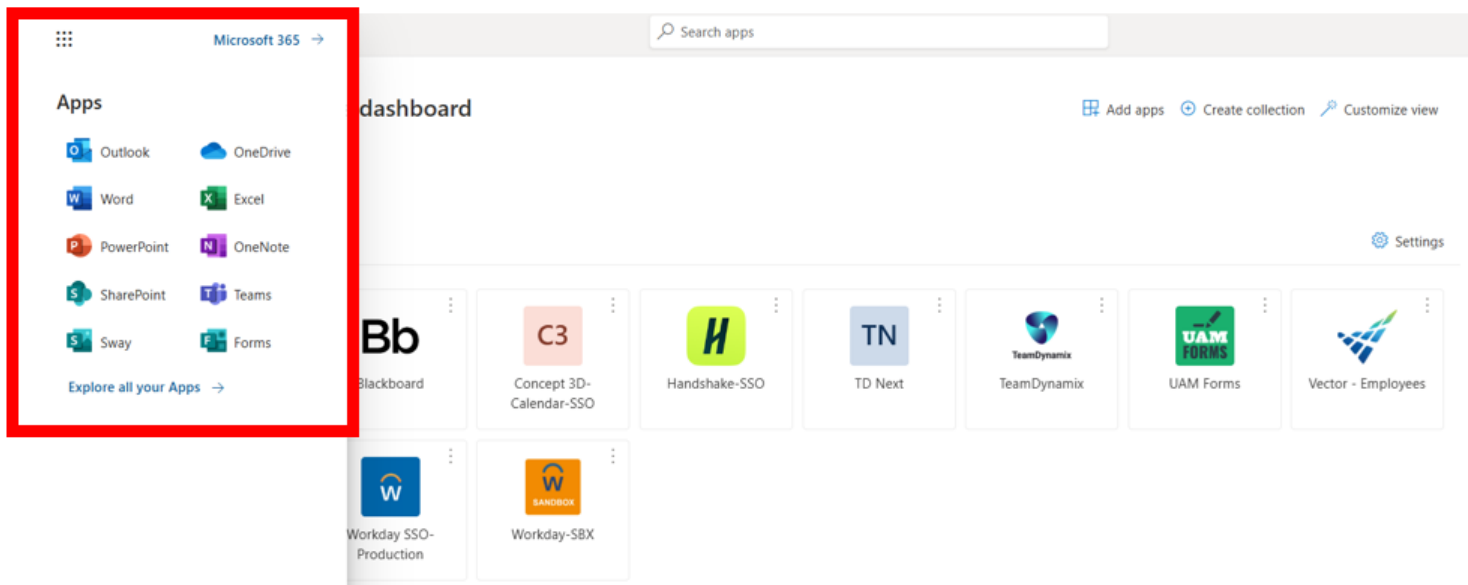
As a UAM Student, you have the opportunity to download Office 365 including but not limited to Excel, Outlook, PowerPoint, and Word with your uamont.edu account credentials.

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.

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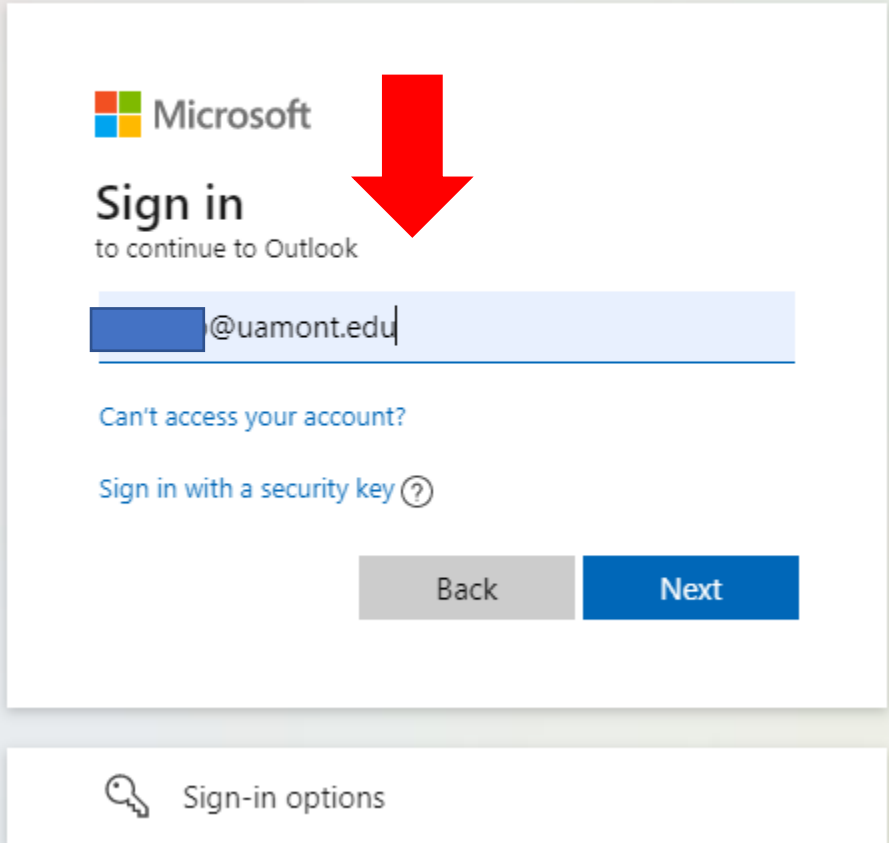
INFORMATION FOR:

[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

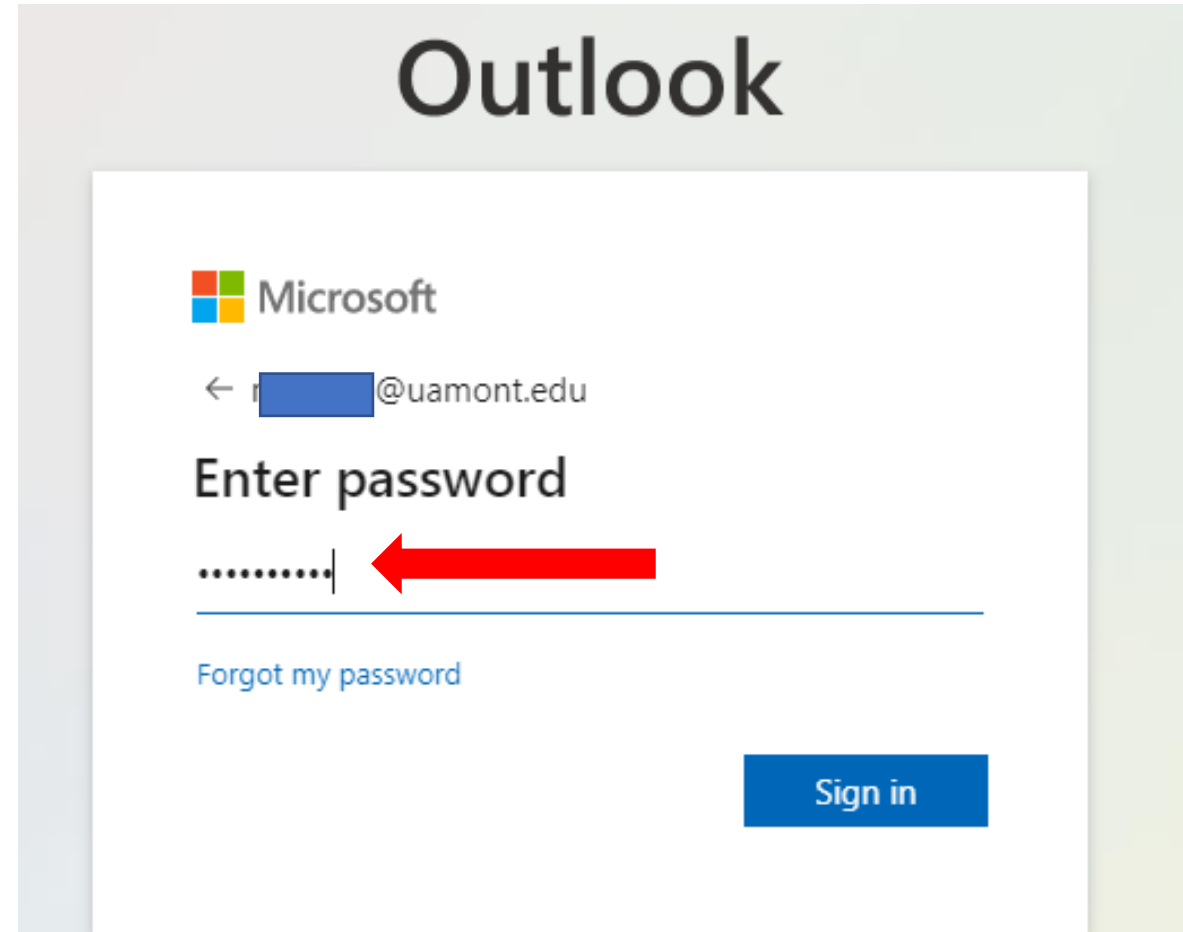
[Can't access your account?](#)

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

 [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

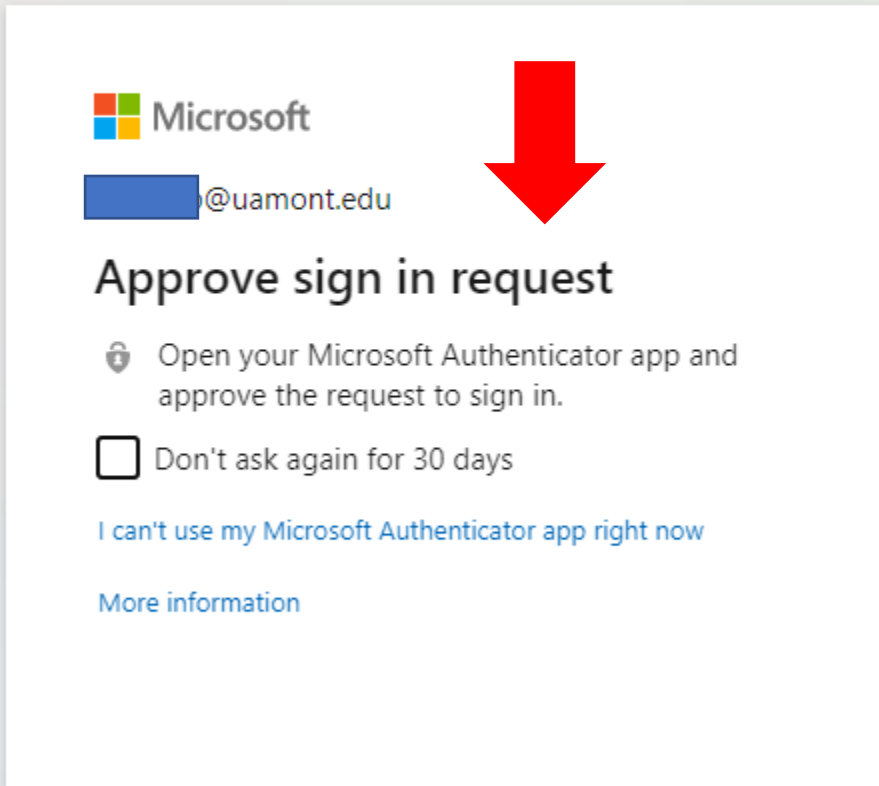
Microsoft

←

Enter password

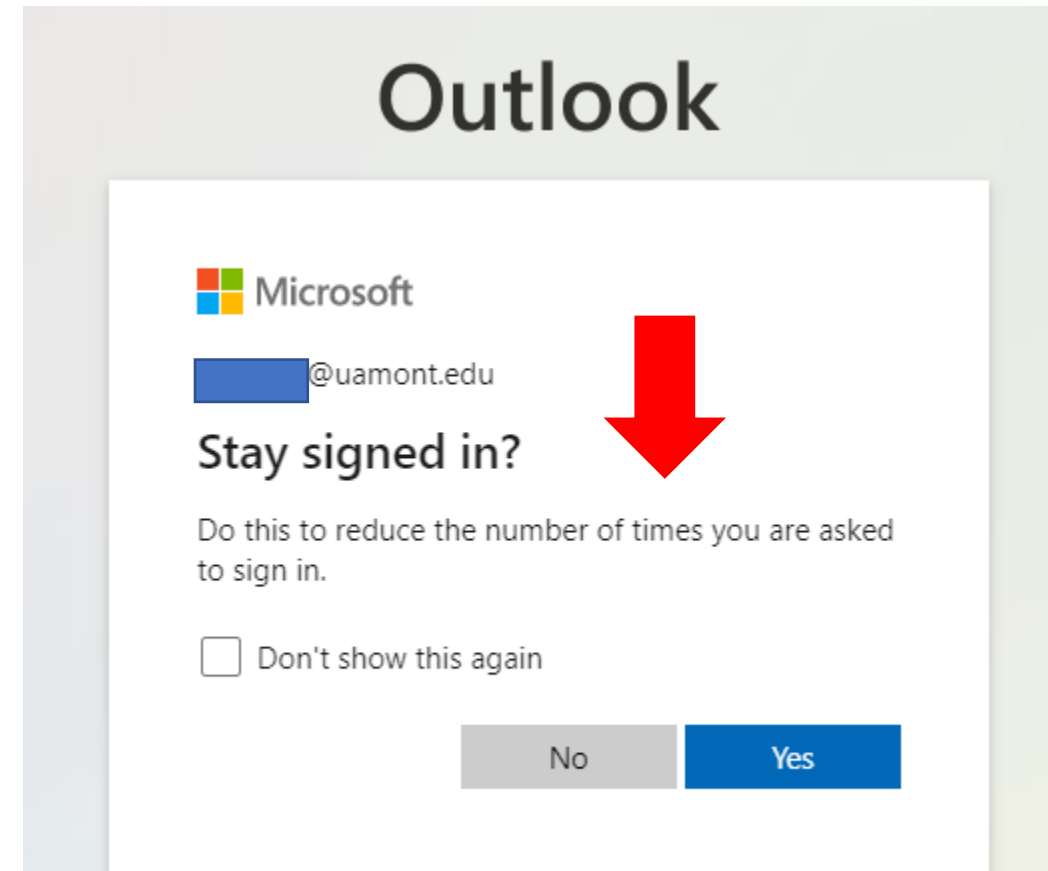
[Forgot my password](#)

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.



The screenshot displays the 'Apps dashboard' interface. At the top right, there are utility links: 'Add apps', 'Create collection', and 'Customize view'. A search bar labeled 'Search apps' is positioned below the title. The main content area is titled 'Apps' and contains a grid of application tiles. Each tile includes an icon, a name, and a three-dot menu icon in the top right corner. The tiles are arranged in two rows of seven.

App Name	Icon
Workday SSO-Production	W
Blackboard	Bb
Workday-SBX	W SANDBOX
UAM Forms	UAM FORMS
UAM E-Mail	UAM E-MAIL
Workday Account Provisioning Log	WA
Signal Vine SP - SSO	SV
TD Next	TN
TeamDynamix	TeamDynamix
TD Admin	TA
TD Sandbox	TS
TeamDynamix Solutions	TS
TeamDynamix Status	TeamDynamix
Blackboard Learn-Staging	Bb

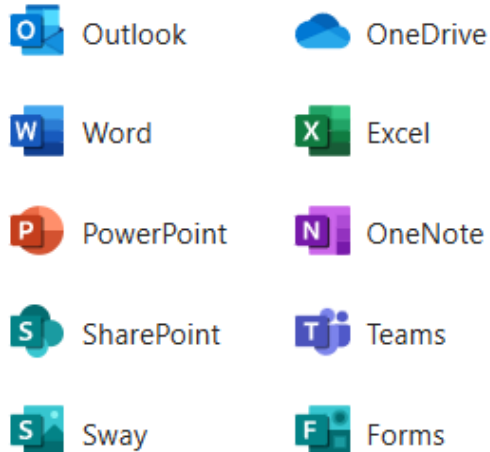
On the left side, a sidebar contains navigation links: 'My Account', 'My Apps' (highlighted), 'My Groups', and 'My Access'. A user profile picture is visible at the top of the sidebar.

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

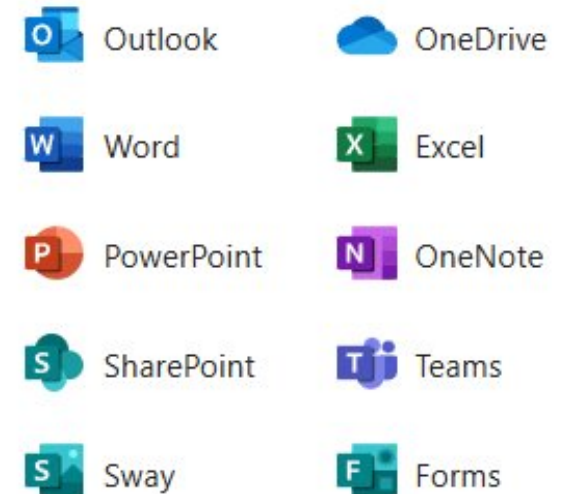


[Explore all your Apps](#) →

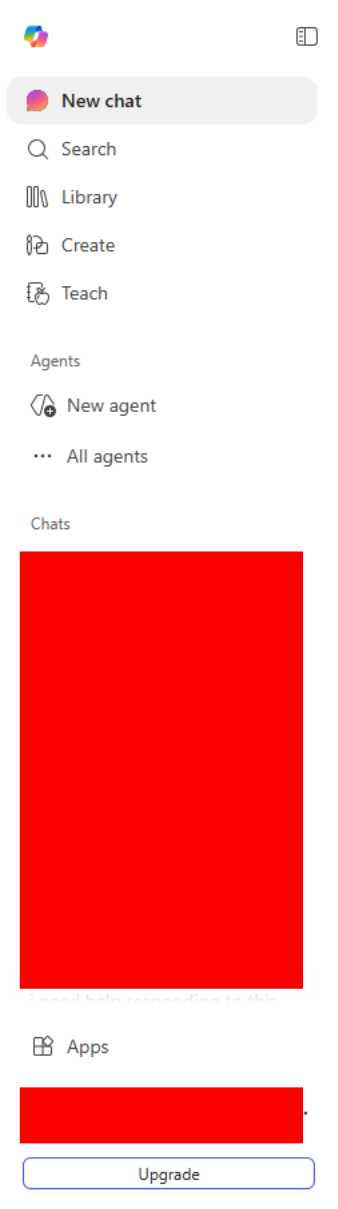
Step 10: Click on the small -> icon to go to your Microsoft 365 account.



Apps



[Explore all your Apps](#) →



The sidebar on the left contains the following items from top to bottom: a 'New chat' button with a red dot; a search bar with a magnifying glass icon; 'Library', 'Create', and 'Teach' buttons with their respective icons; an 'Agents' section with 'New agent' and 'All agents' options; a 'Chats' section with a large red redaction box; an 'Apps' section with a redaction box; and an 'Upgrade' button at the bottom.

What can I help you with?

Message Copilot

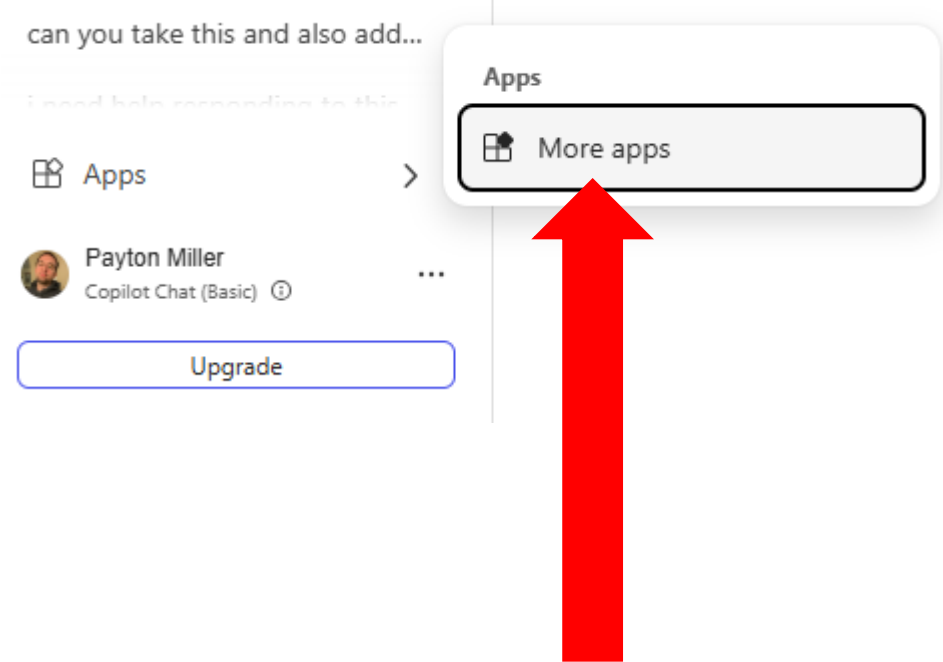
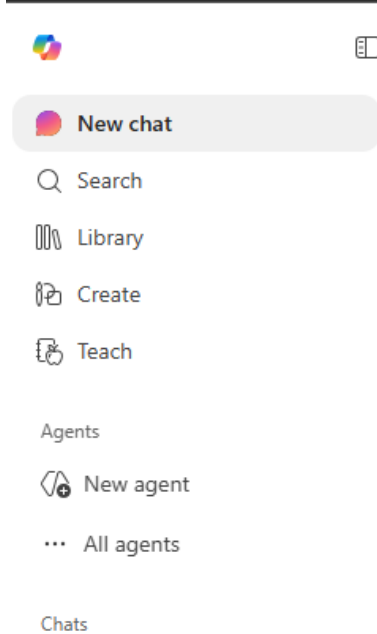
+



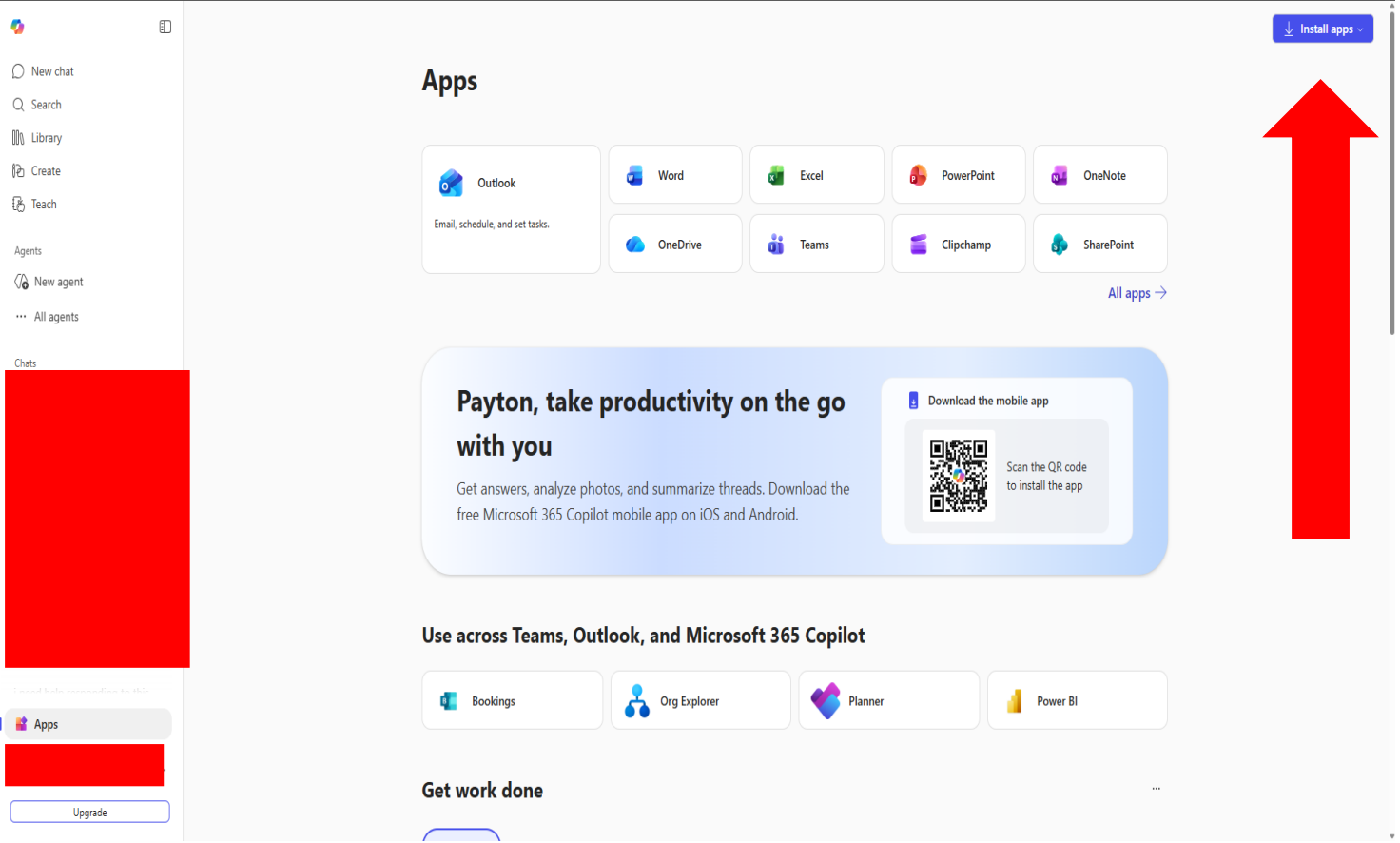
- Rewrite
- Ask
- Create
- Code
- ...

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

Step 12: On the Microsoft Copilot page, look on the navigation menu towards the bottom on the menu for the word Apps. Click on the word Apps.

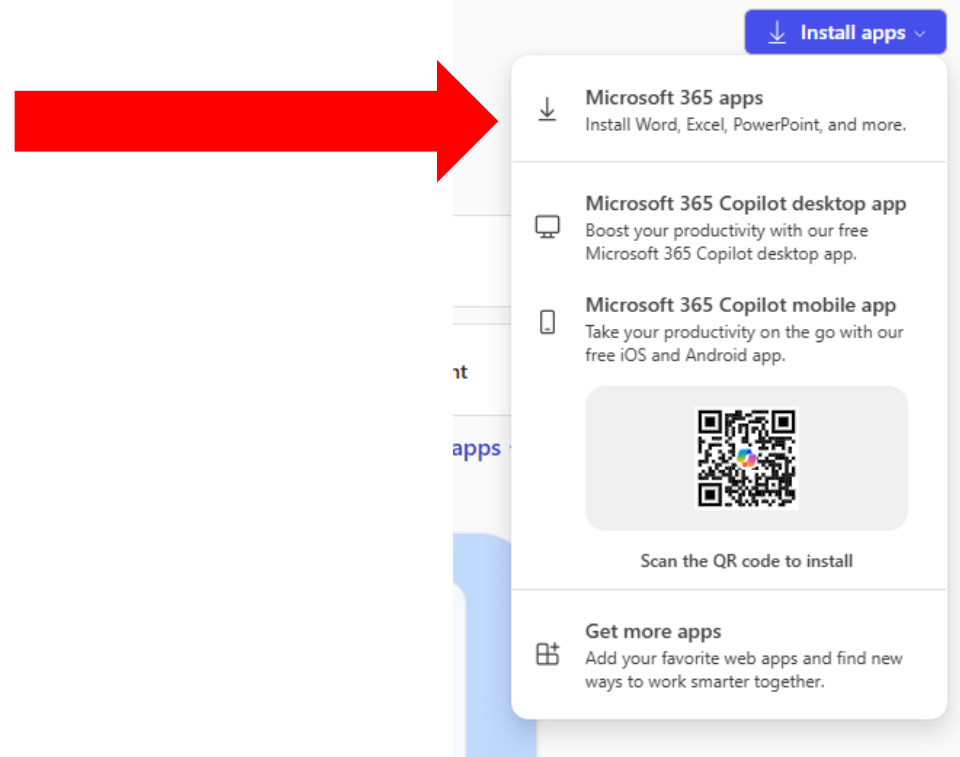


Step 13: A new menu will appear that says More Apps. Click on the words More Apps.



Step 14: You should now be on the Apps page. In the top-right hand corner of the screen you should see a purple box that says Install Apps. Click on the drop-down menu

Step 15: A drop-down menu will appear. Click on Microsoft 365 apps to go to your Microsoft Account page



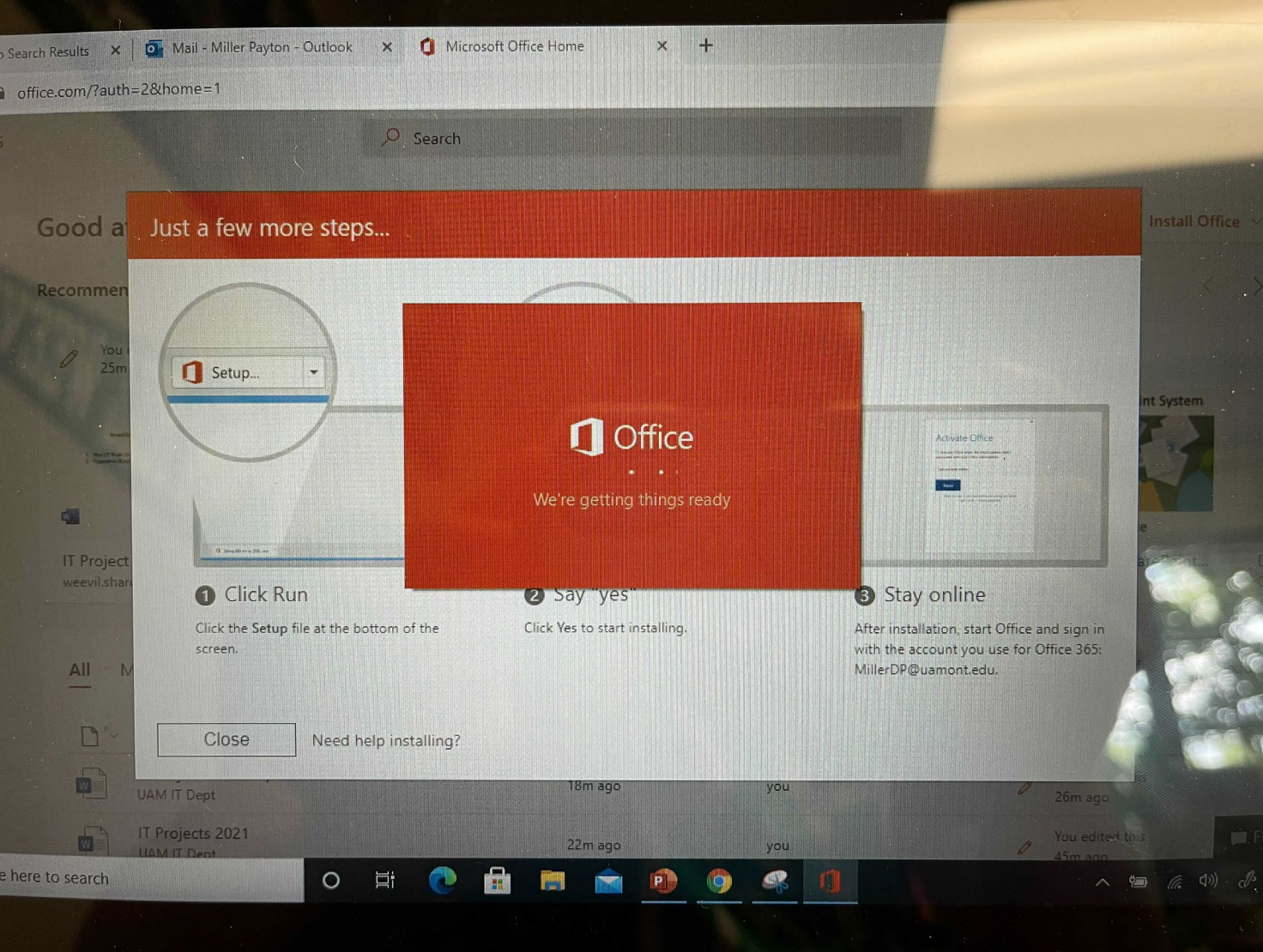
The screenshot displays the Microsoft Account management interface. On the left is a blue navigation sidebar with the following items: 'My account', 'Subscriptions', 'Security & privacy', 'App permissions', 'Apps & devices', and 'Tools & add-ins'. The main content area is divided into four panels:

- Office apps & devices:** Includes the text 'You can install Office on up to 5 PCs or Macs, 5 tablets, and 5 smartphones.' and two buttons: 'Install Office' and 'View devices'. A large red arrow points to the 'Install Office' button.
- Subscriptions:** Includes the text 'Verify what products and licenses you have.' and a button 'View subscriptions'.
- Security & privacy:** Includes the text 'Protect your account and adjust the most important privacy settings to your preferences.' and a button 'Manage security & privacy'.
- App permissions:** Includes the text 'Manage which apps have access to your data. You can revoke permission whenever you want.' and a button 'Change app permissions'.

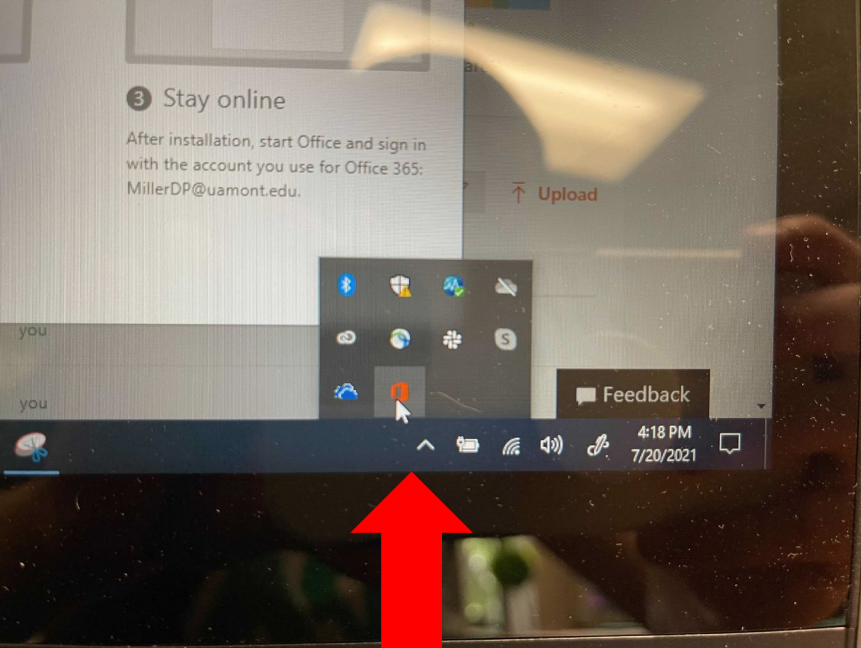
Step 16: You will now be brought to your Microsoft Account page. Inside the Office Apps and Devices box, click on the Install Office button to download the installation file.

The image shows a Microsoft account management page. On the left is a blue sidebar with navigation options: My account, Subscriptions, Security & privacy, App permissions, Apps & devices, and Tools & add-ins. The main content area is divided into four sections: 'Office apps & devices' (with an 'Install Office' button), 'Subscriptions' (with a 'View subscriptions' button), 'Security & privacy' (with a 'Manage security & privacy' button), and 'App permissions' (with a 'Change app permissions' button). A red bar is at the top of the page. In the top right corner, a browser's download notification is visible, listing three files: 'OfficeSetup (1).exe' (7.0 MB, Done), 'HowTo...loadOffice-365 (5).pdf' (4.1 MB, ago), and 'UAM2...26AcademicCalendar (33).p' (164 KB, ago). A large red arrow points to the 'OfficeSetup (1).exe' file in the notification.

Step 17: Depending on which internet browser you are using, the install file should be in your browsers downloads. Double click on the OfficeSetup.exe file to run the file

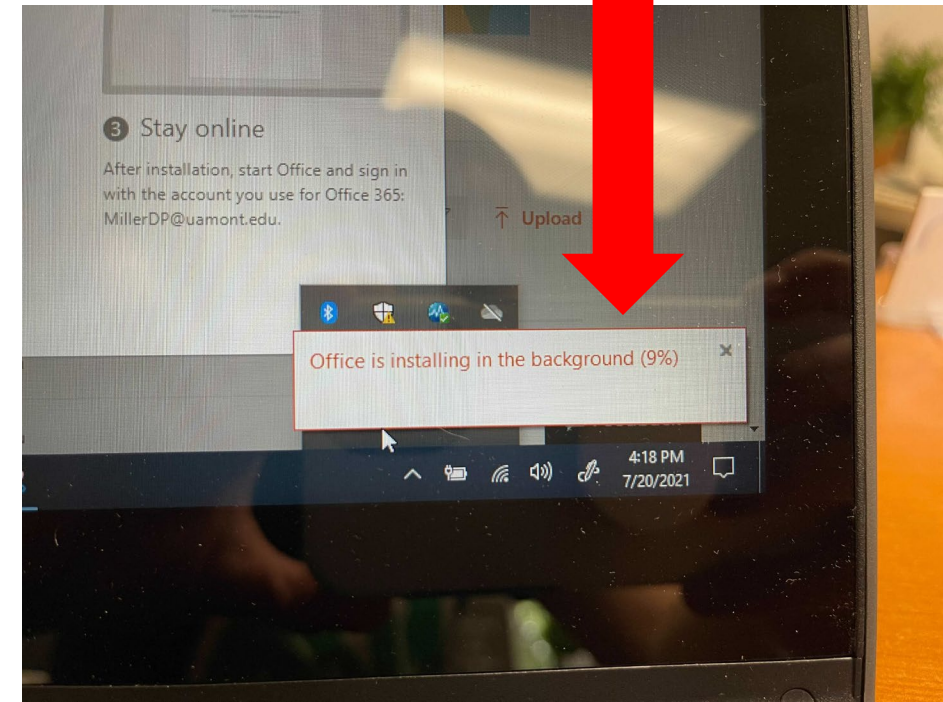


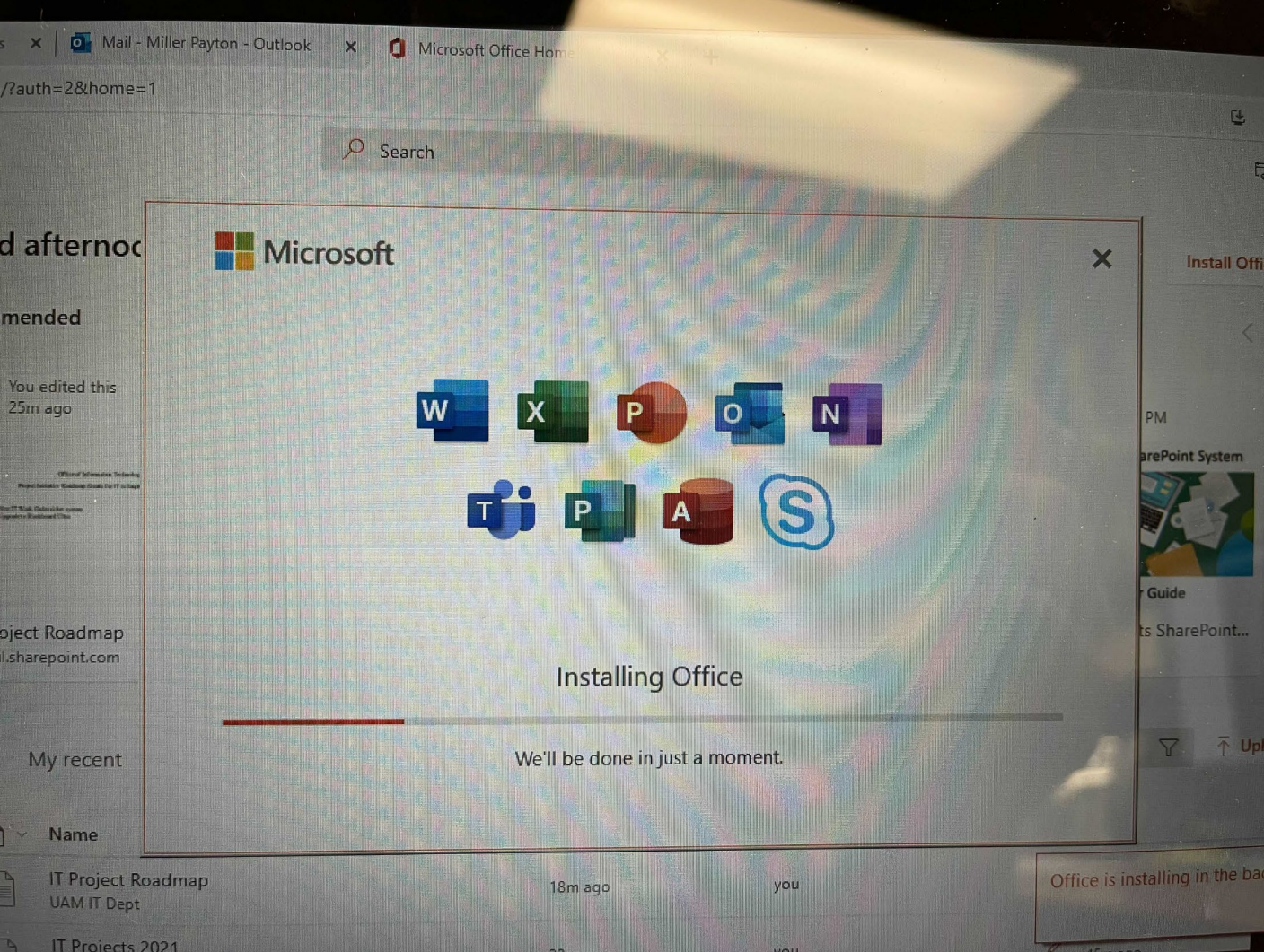
Step 18: The installation will begin downloading to your computer and you should see a screen that looks like the one above.



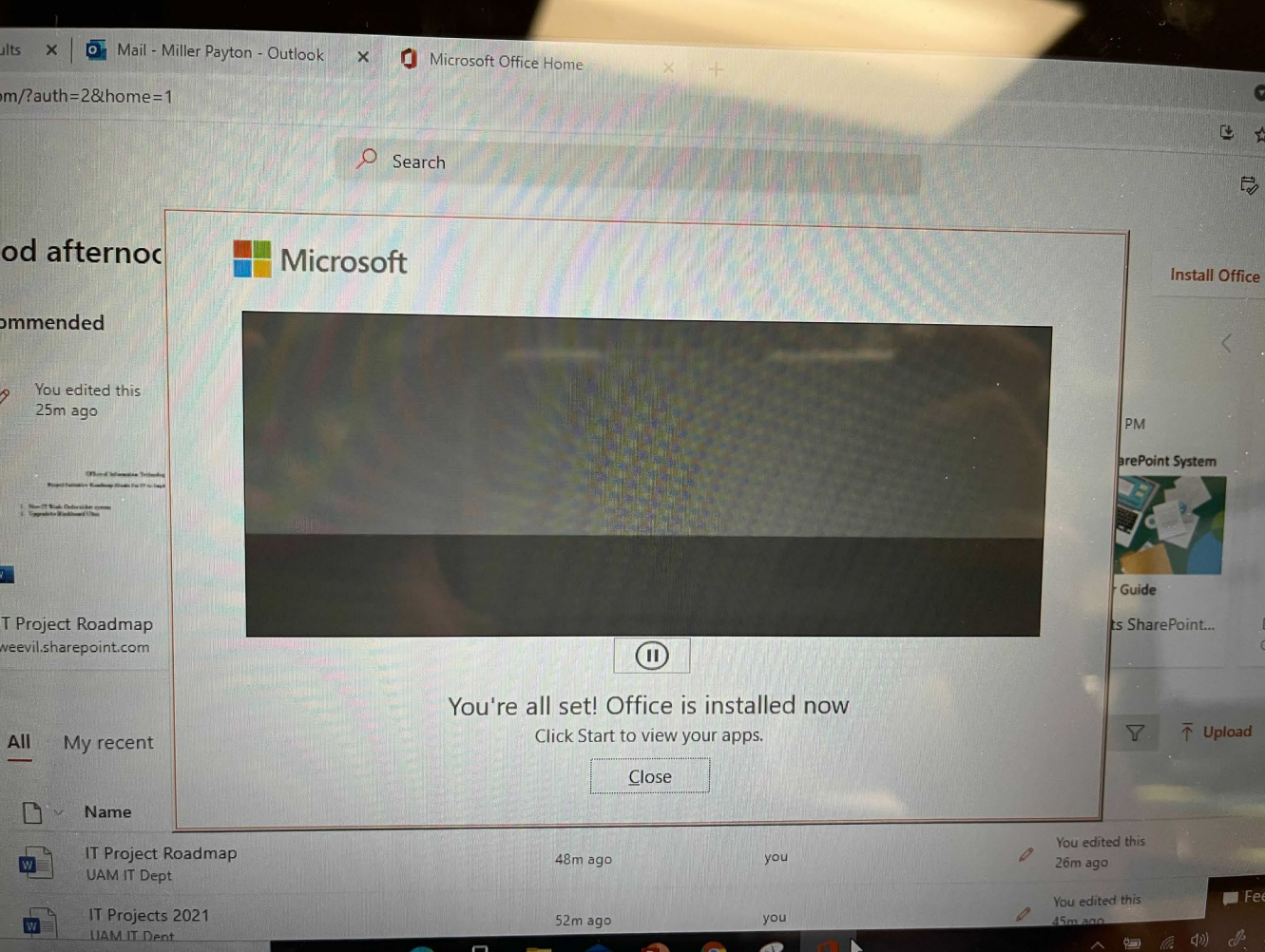
Step 19: You can also check the download status by clicking on the Hidden Icons menu and select the Office 365 icon

Step 20: This will show you a progress bar for the download

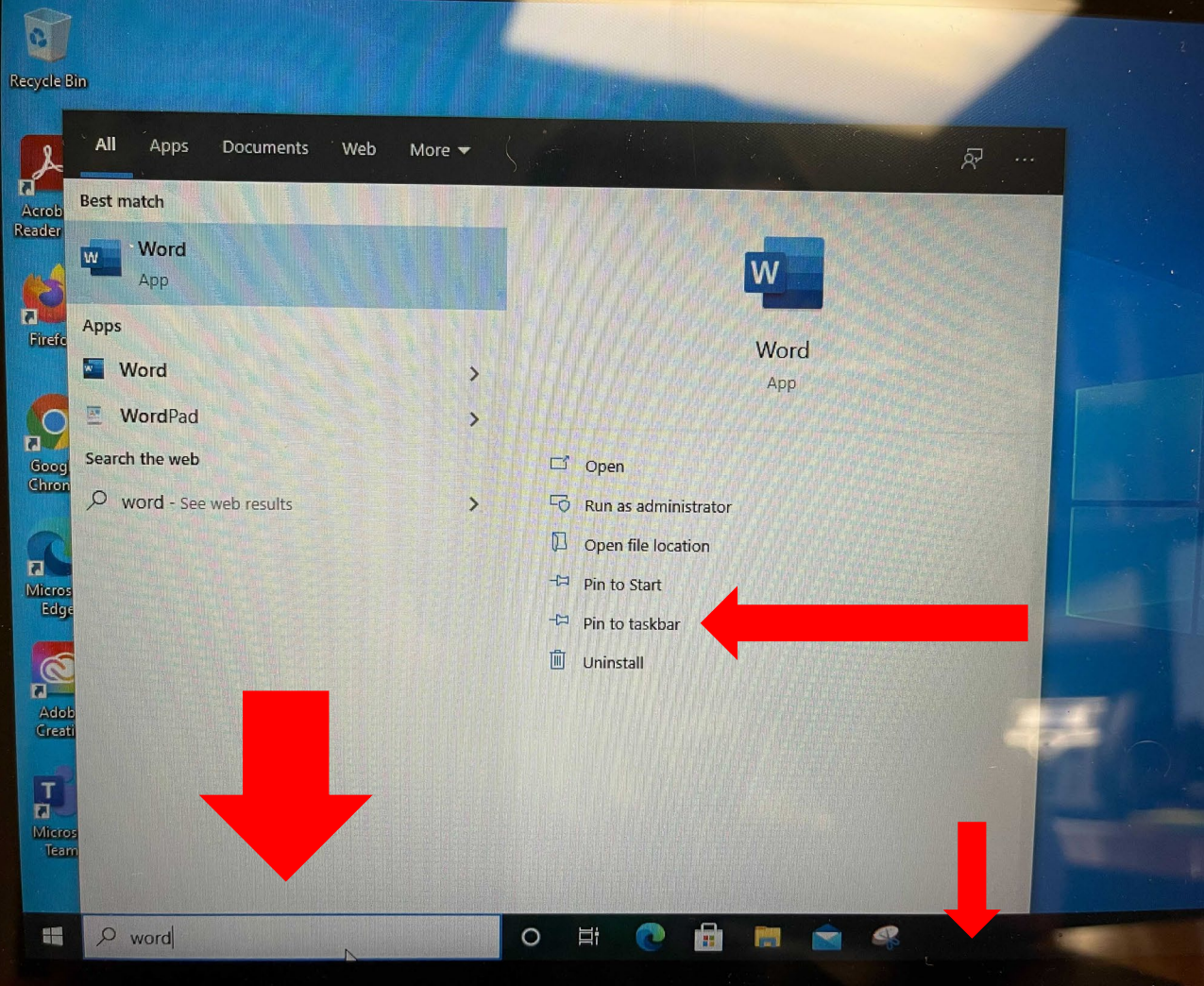




Step 21: You will now see an Installing Office menu on your screen like the one shown above.

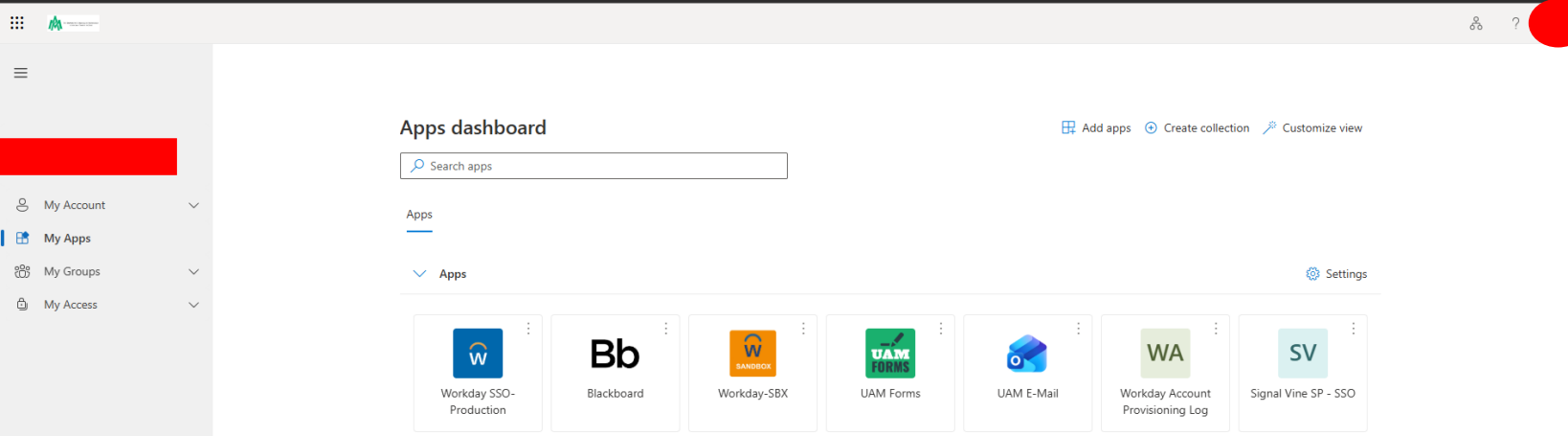


Step 22: Once finished you will see a message that says Office is now installed. Click the Close icon.



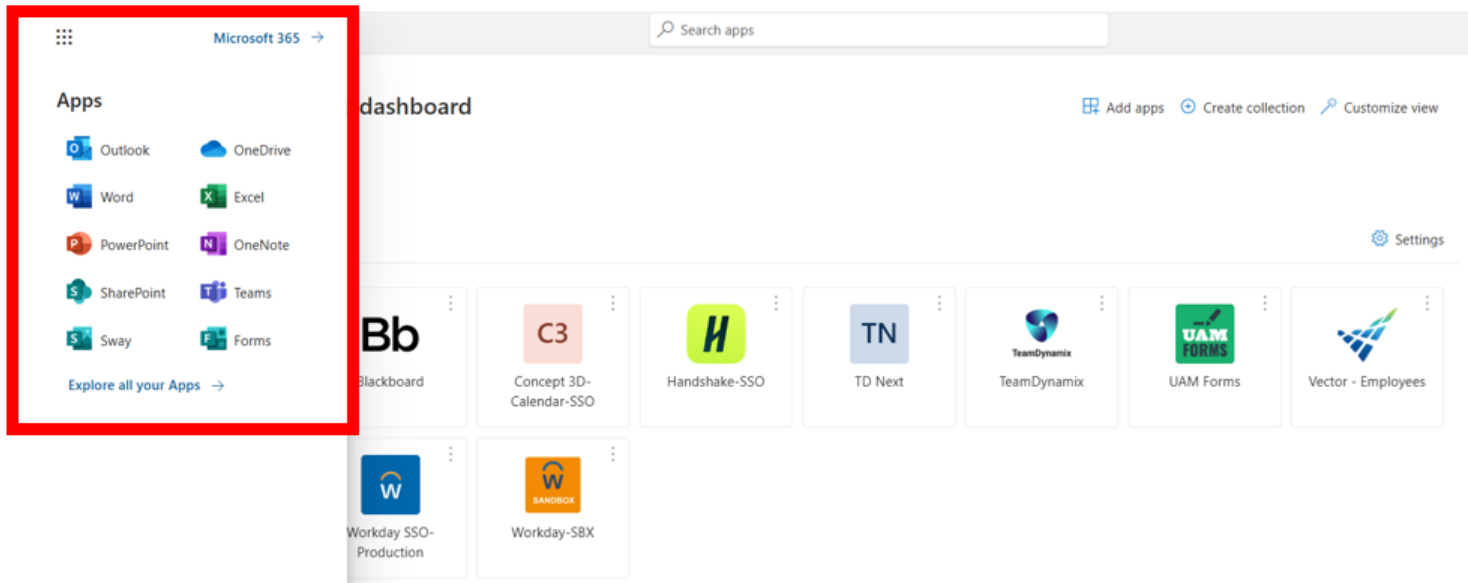
Step 23: To find your new Microsoft products, type in the Search bar a key word to find the application. For example: Word = Microsoft Word, Power = Microsoft PowerPoint, Exc = Microsoft Excell, etc...

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

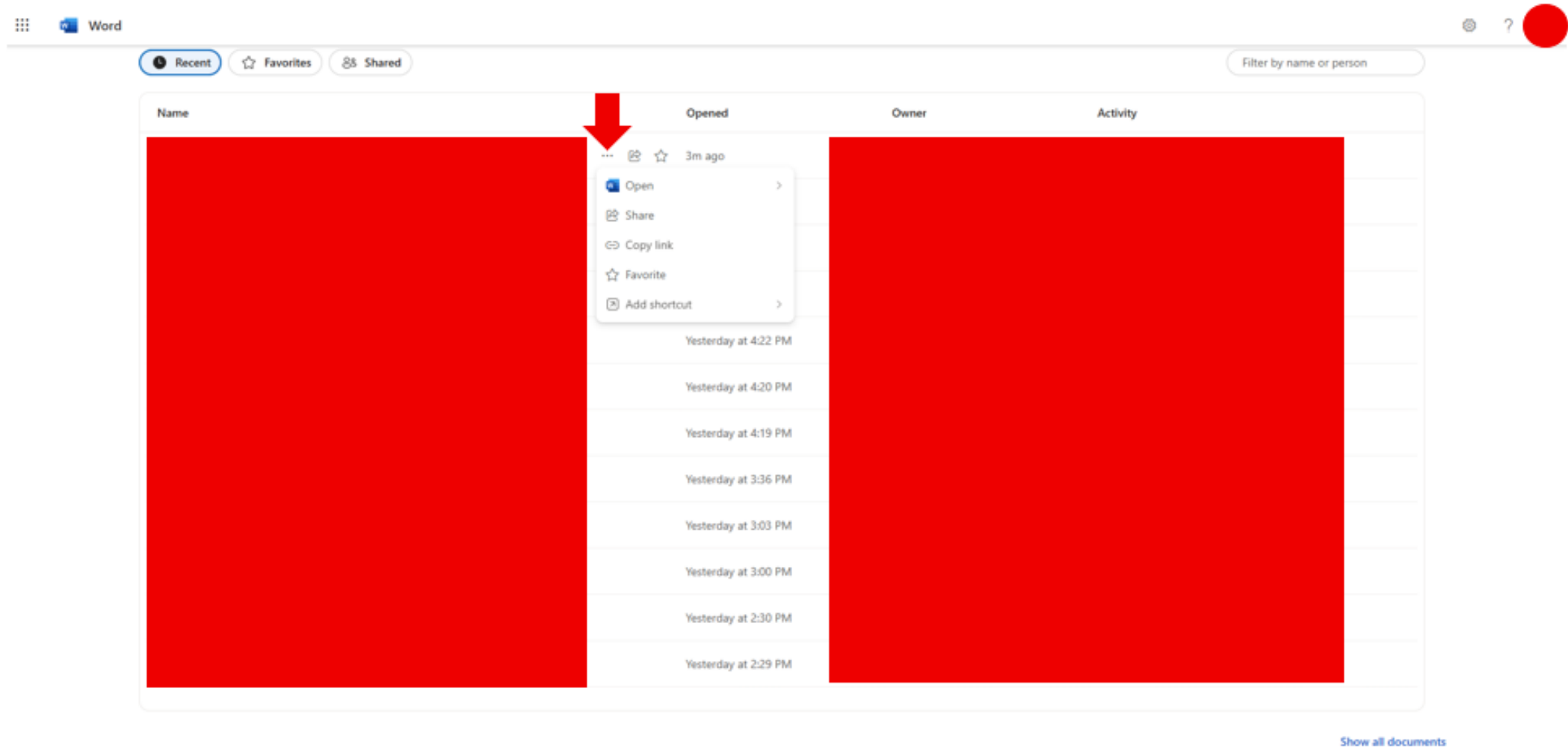
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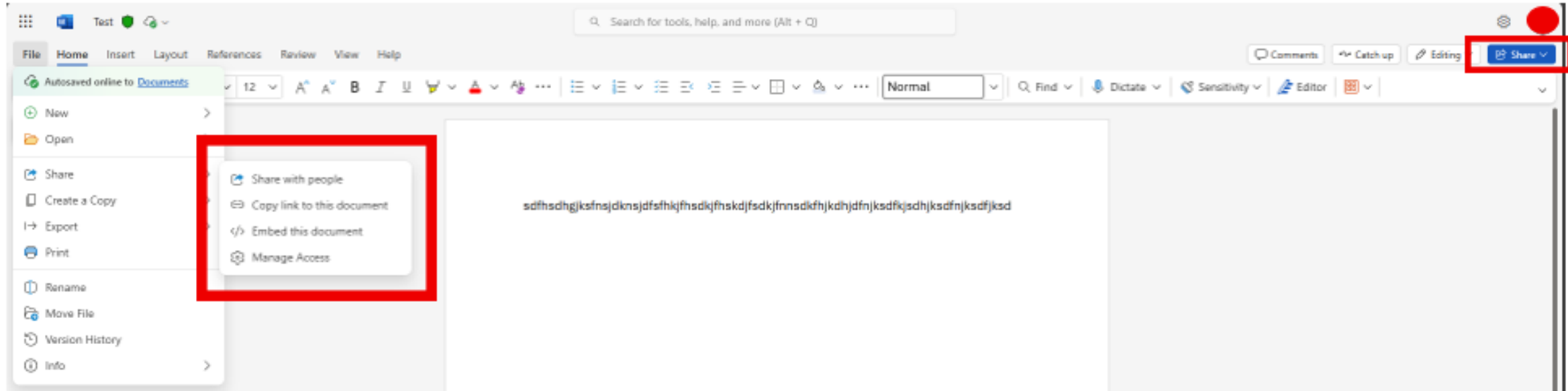
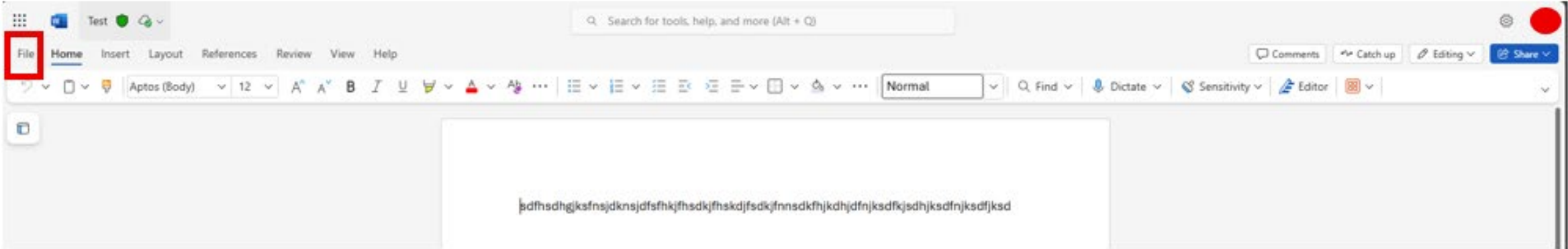
For example, click on the Word application. Click on Blank Document to start working.



If you scroll down, you can also see all files on your account. If you select the 3 dots to the right of the file name, you can open, share, copy link, or even add the file to your favorites list.



You can work and it auto saves to your account. You can even share a link to the file.



Questions? Please Contact Us:



**INFORMATION
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