

## How to Avail our FREE Microsoft Office 365

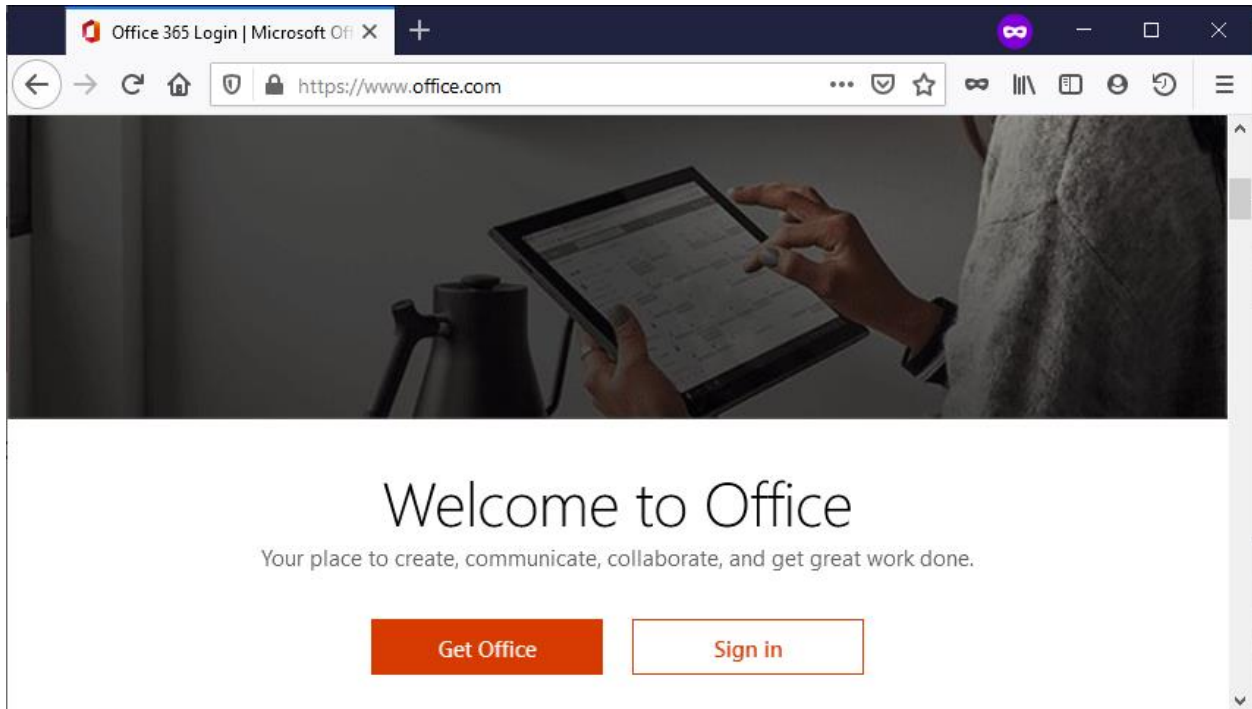
Please see below on how to avail our **FREE Microsoft Office 365** account. This is open to all students and employees.

Benefits of using Microsoft Office 365:

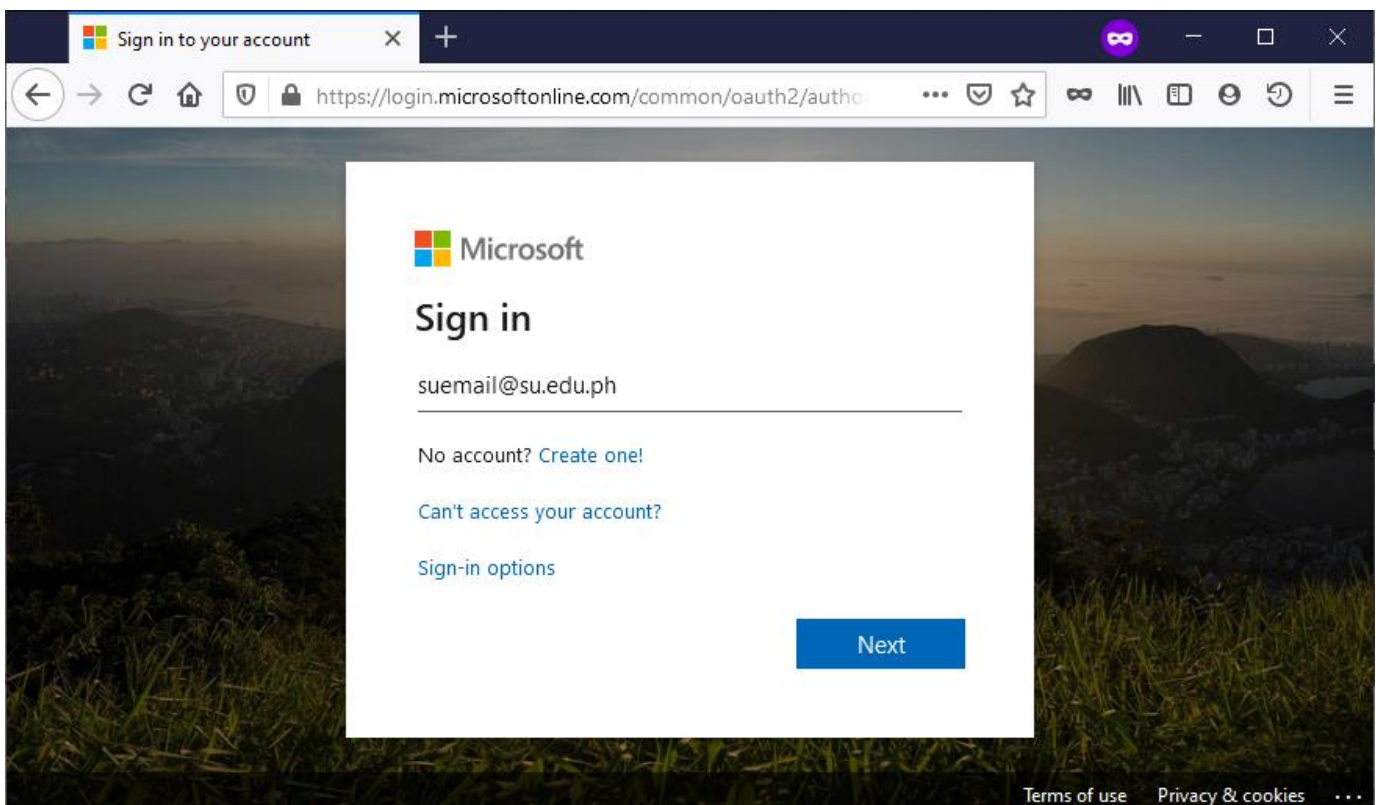
1. Download and install the latest version of Microsoft Office locally in your laptop or desktop computer for **FREE**.
2. Use the cloud version of Microsoft Office similar to our Google Apps.

How to install **Microsoft Office 365**. (Please pay close attention to the instructions in bold font)

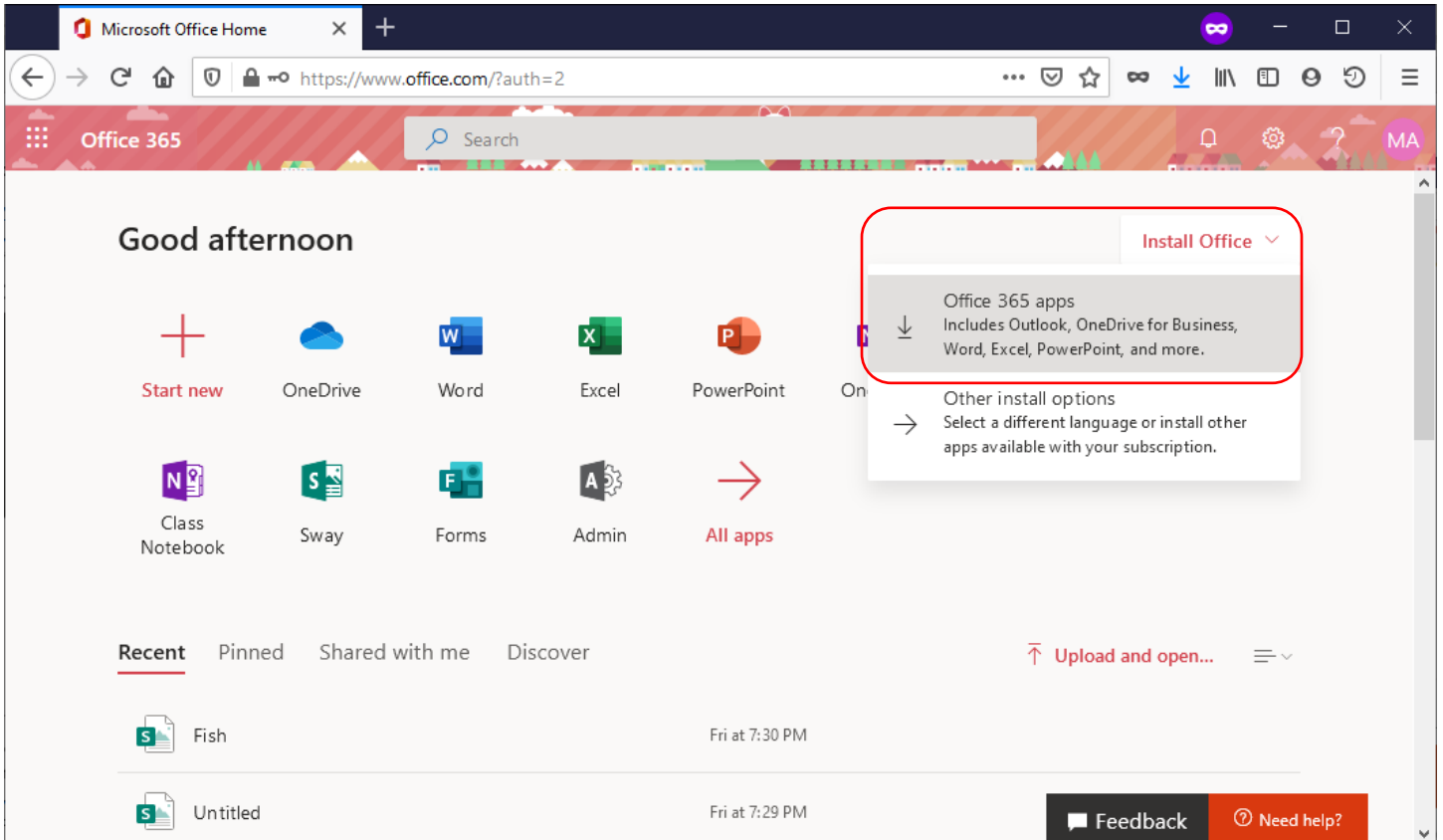
1. Go to [www.office.com](http://www.office.com), click "Sign-in"



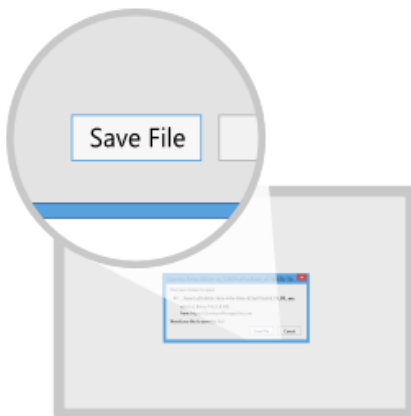
2. Use your Silliman University email and password. **If you don't have a password, you may get it from the Management Information Systems (MIS) Department.**



3. Once logged-in, click "Install office" and wait for the installer to be downloaded to your pc. Then run the installer



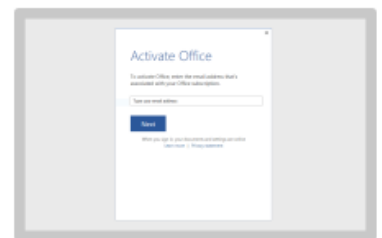
Just a few more steps...



If asked, click Save File, then run the file.



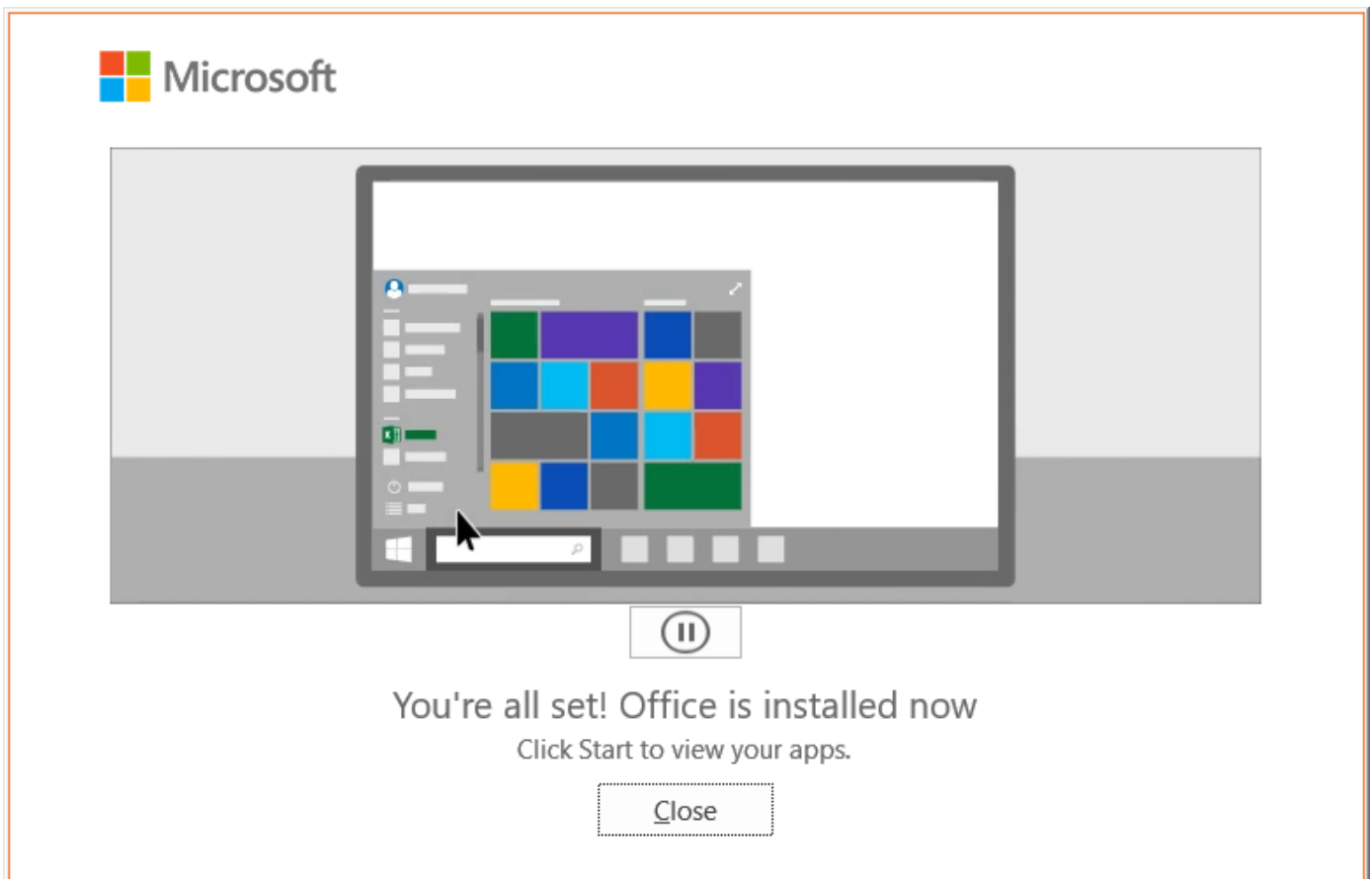
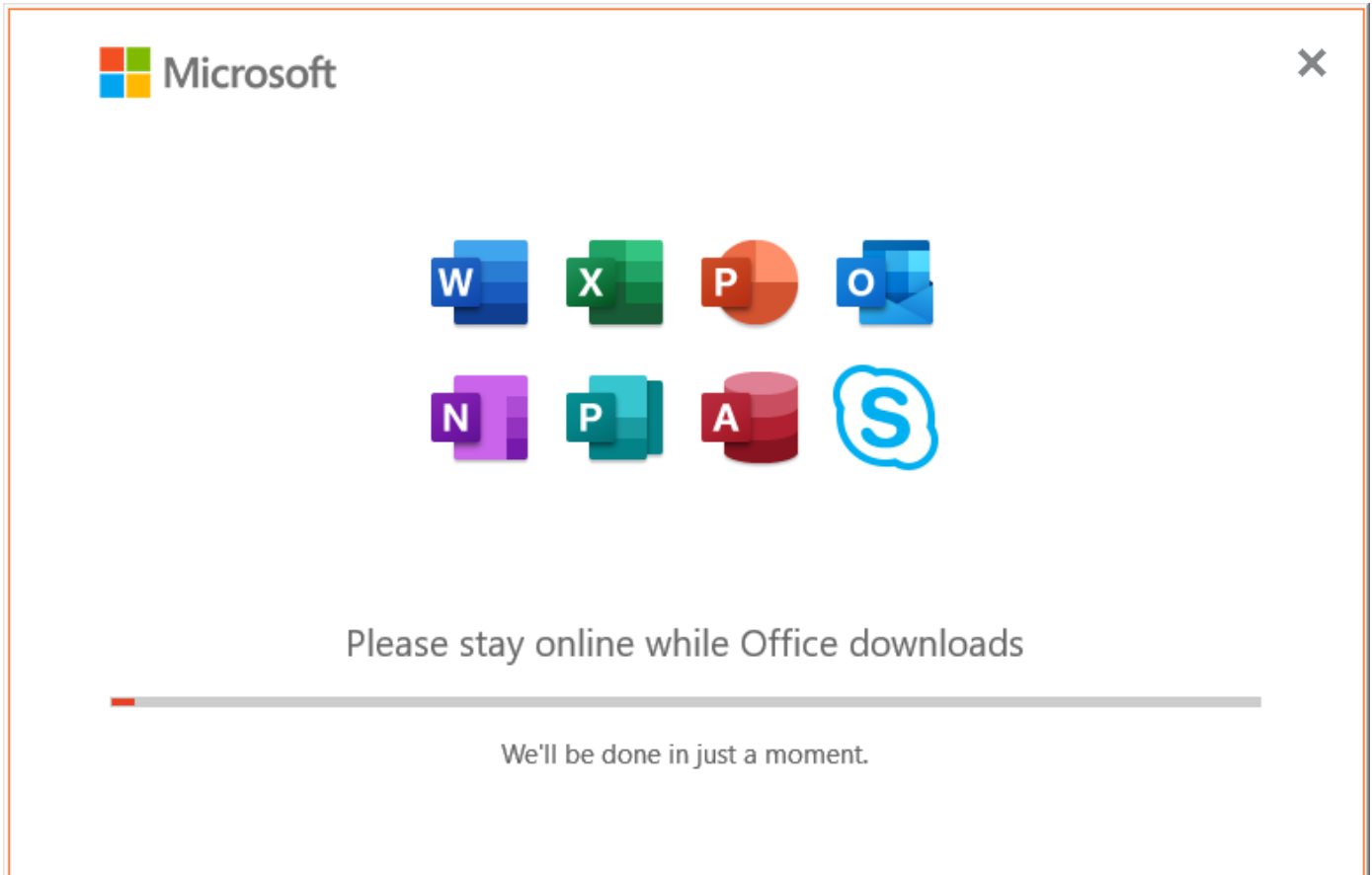
Click Yes to start installing.



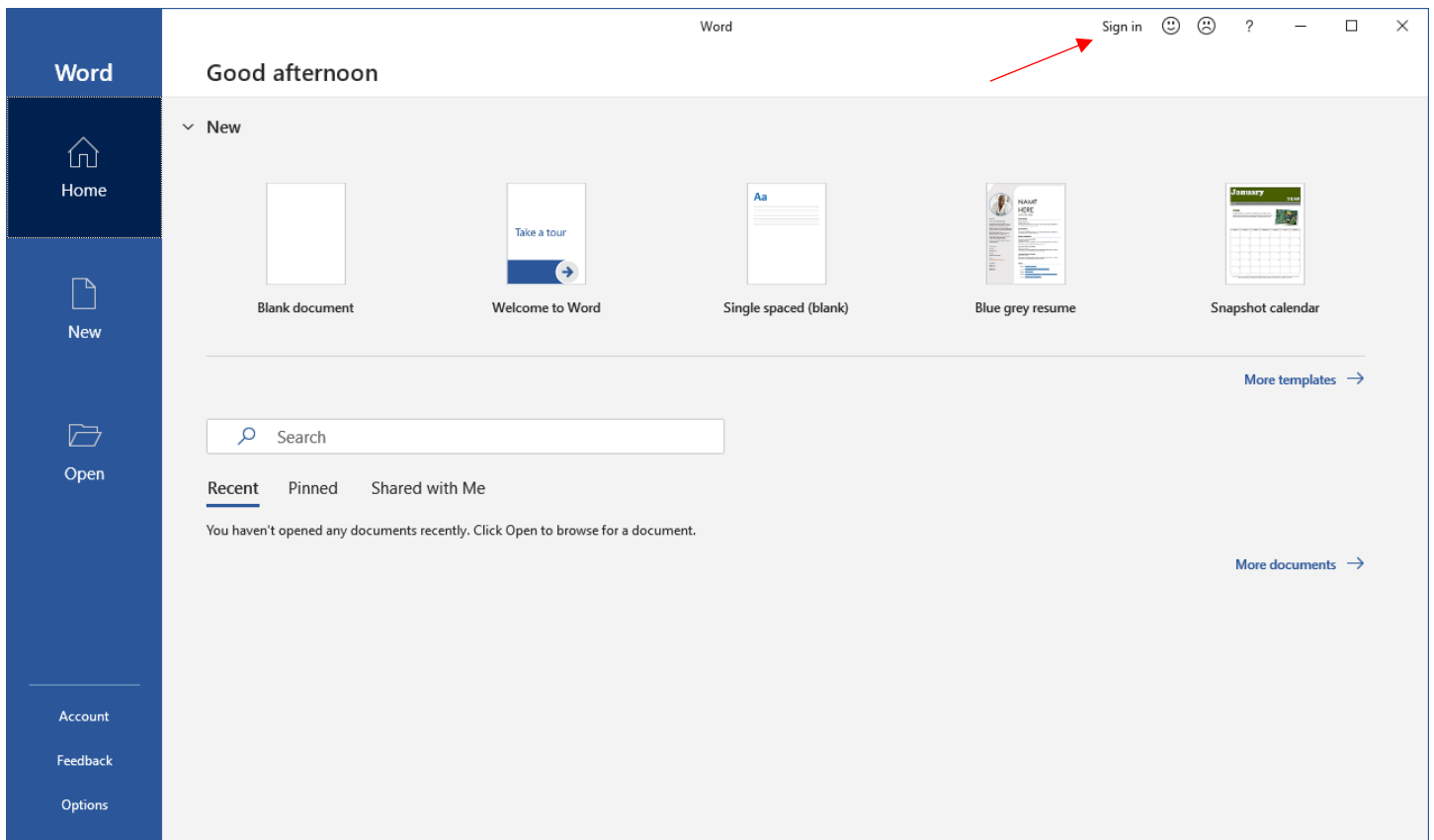
After installation, start Office and sign in with the account you use for Office 365: mae@su.edu.ph.

Close Need help installing?

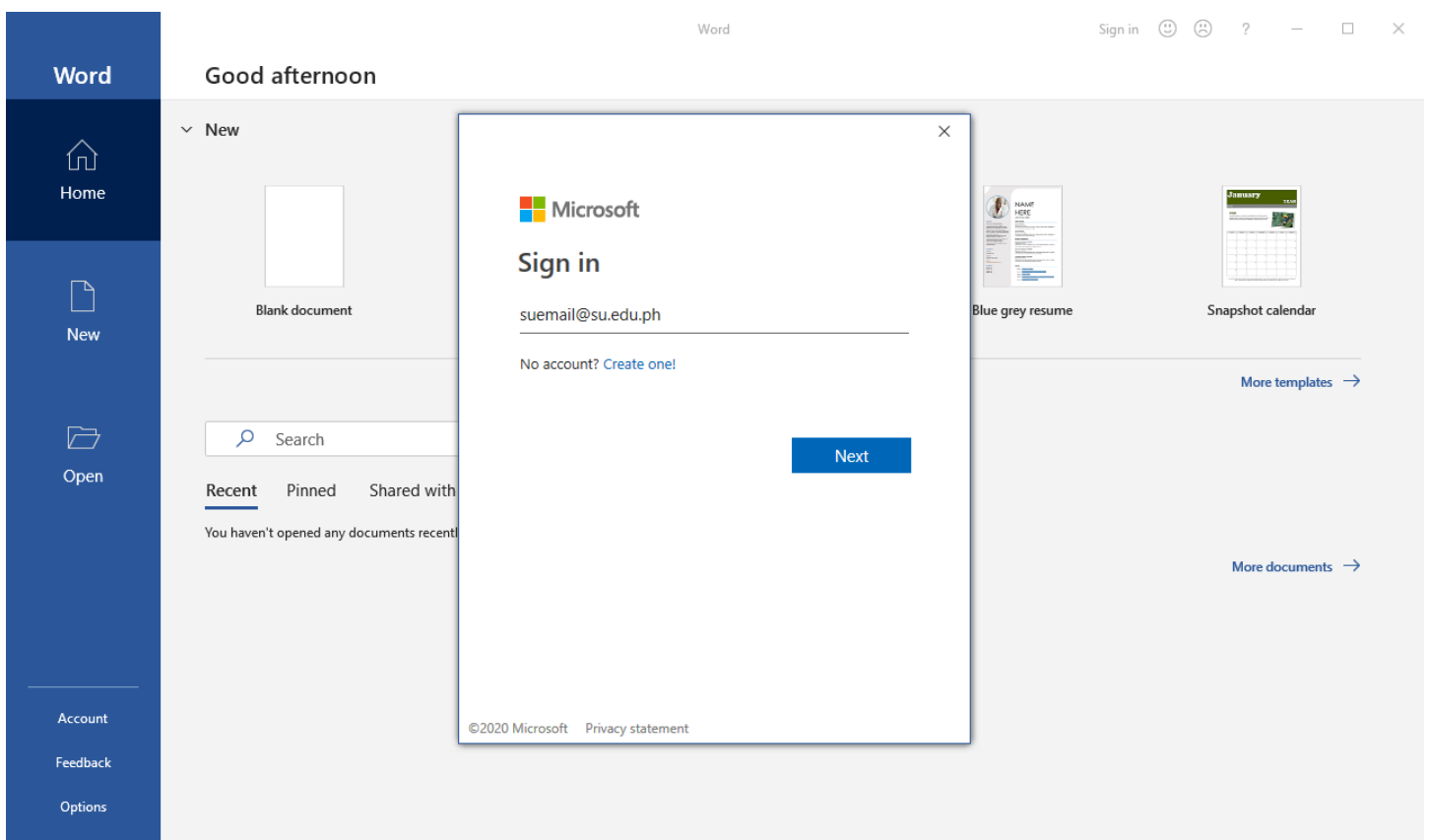
4. Run the installer. Please wait while it installs and downloads the Office 365 applications.



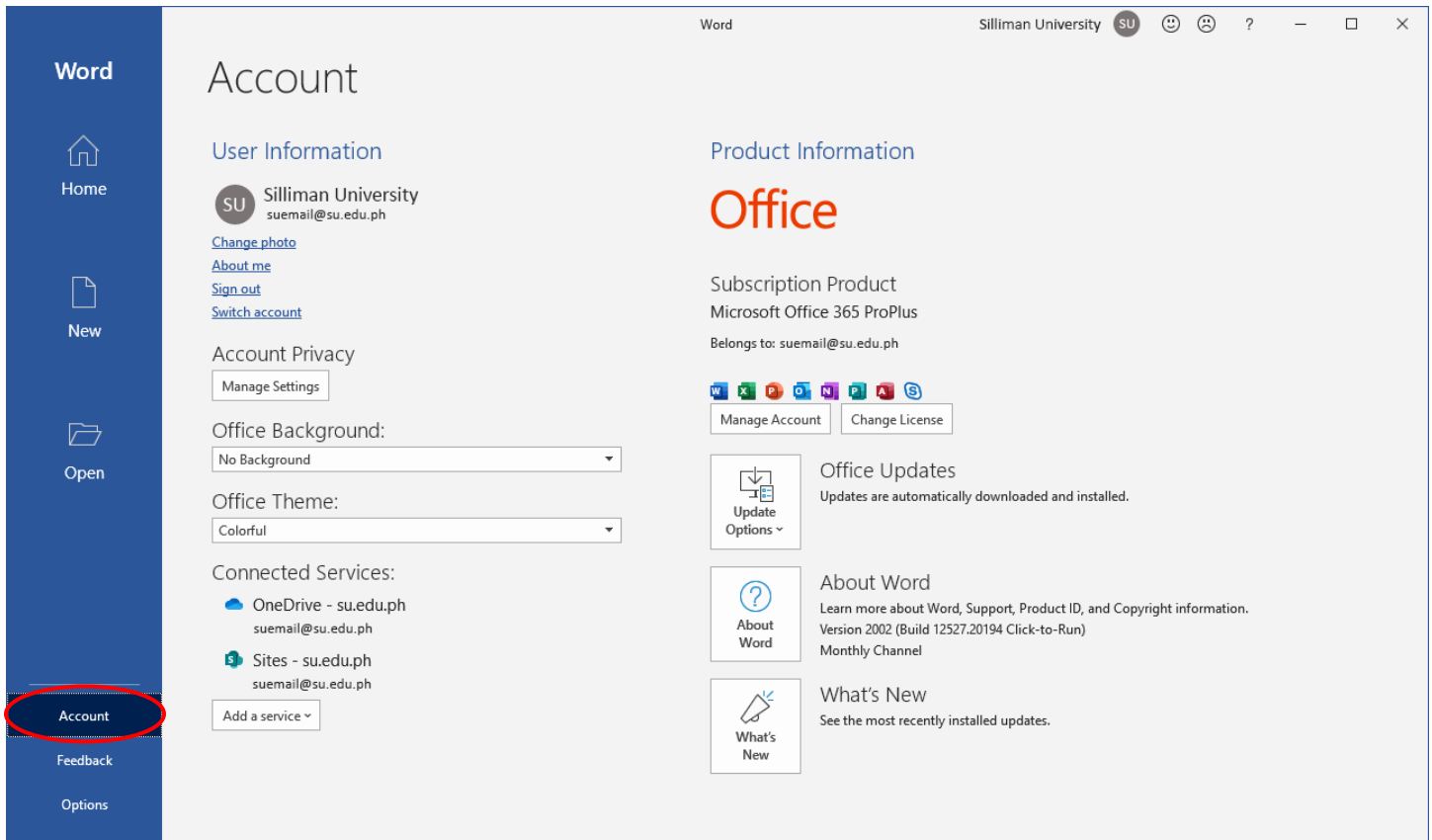
5. Once it is installed, open one of the applications (ex. Microsoft Word). Click "Sign in" on the upper right-hand corner of the window.



6. It will ask you to sign-in once again. Please input your **Silliman University email and password**.



7. After signing-in please click "Account" in the lower left corner of the window. It should look like the image below if your login is successful. **Make sure you are always logged-in to continue using the free Microsoft Office 365 service.**



**Note: For inquiries, please visit or contact the *Management Information Systems (MIS) Department*.**

**Email: [mis@su.edu.ph](mailto:mis@su.edu.ph)**

**Location: MIS Department, Uytensu Foundation Computer Center Building**